



462<sup>ND</sup> MEETING OF THE  
MACKENZIE DISTRICT COUNCIL

**TO THE MAYOR AND COUNCILLORS OF THE  
MACKENZIE DISTRICT COUNCIL**

**Membership of the Council:**

Claire Barlow (Mayor)  
Cr Russell Armstrong  
Cr Murray Cox  
Cr Noel Jackson  
Cr James Leslie  
Cr Graham Smith  
Cr Evan Williams

*Notice is given of a meeting of the Mackenzie District Council to be held on Tuesday 21 June, 2016, at 9.30am.*

**VENUE:** Council Chambers, Fairlie

**BUSINESS:** As per the attached agenda.

WAYNE BARNETT  
CHIEF EXECUTIVE OFFICER



## **MACKENZIE DISTRICT COUNCIL**

Agenda for Tuesday 21 June, 2016, at 9.30am

### **1. OPENING AND APOLOGIES:**

### **2. VISITORS:**

**9:45am** - Nicholas Head, DoC Plant Ecologist for the Eastern South Island will present his Mackenzie Basin Ecology Presentation to Council.

**11:30am** - Derek Kirke and Rick Ramsay will present the Pukaki Airport Board Chairman's Report and Pukaki Airport Board draft Statement of Intent to Council.

**1:00pm** - Kevin Edgar, South Island Regional Collection Manager, Envirowaste

### **3. DECLARATIONS OF INTEREST:**

### **4. BEREAVEMENTS:**

### **5. MAYORS REPORT:**

**04**

### **6. REPORTS:**

1. Chief Executive's Officer General Activities Report	<b>05</b>
2. Elected Members Protocols for Election	<b>07</b>
3. Remuneration Authority Determination Elected Members	<b>12</b>
4. Fairlie 150 Years Grant Request	<b>24</b>
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6. Tekapo Public Toilets	<b>48</b>
7. Emergency Generator for Tekapo Community Centre	<b>51</b>
8. Proposed Fees and Charges for 2016/2017	<b>54</b>
9. Alps2Ocean Quarterly Report	<b>83</b>
10. Disposal of Fairlie Rural Fire Tanker	<b>90</b>
11. Common Seal	<b>92</b>

### **7. PUBLIC EXCLUDED REPORTS:**

1. Contract 1196 Variation Proposal	<b>146</b>
2. Old Library Café Rental	<b>152</b>

### **8. COMMUNITY BOARD RECOMMENDATIONS:**

1. Community Board Recommendations Report:	<b>94</b>
2. Minutes of the Twizel Community Board 30 May 2016	<b>98</b>
3. Minutes of the Fairlie Community Board 7 June 2016	<b>106</b>
4. Minutes of the Tekapo Community Board 7 June 2016	<b>122</b>

### **9. RECEIVE COMMITTEE MINUTES:**

Resolve that Council receive the minutes of the following committees:

1. Mackenzie Forestry Board Minutes 7 June 2016	<b>129</b>
2. Public Excluded Finance Committee Minutes 7 June 2016	<b>162</b>

3. Asset and Services Committee Minutes 7 June 2016	<b>133</b>
4. Public Excluded Planning and Regulation Minutes 7 June 2016	<b>168</b>
5. Extraordinary Planning and Regulation Minutes 9 June 2016	<b>136</b>
6. Creative Communities Scheme Assessment Group Meeting Minutes 19 May 2016	<b>139</b>
7. Rural Travel Fund Allocation Group Meeting Minutes 2 June 2016	<b>143</b>

**10. CONFIRM COUNCIL MINUTES:**

Resolve: that Council confirms and adopts the minutes of the Mackenzie District Council meeting held on 10 May 2016 as the correct record of the meeting, including those parts taken in public excluded.

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**11. ADJOURNMENTS:**

10.15am Morning Tea  
12.00pm Lunch  
3.00pm Afternoon Tea

**12. PUBLIC EXCLUDED RESOLUTION:**

Resolve: that the public be excluded from the following part of the proceedings of this meeting namely:

1. Old Library Café Rental
2. Contract 1196 Variation Proposal
3. Public Excluded Finance Committee Minutes 7 June 2016
4. Public Excluded Planning and Regulation Committee Minutes 7 June 2016
5. Public Excluded Council Minutes 10 May 2016

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>
Old Library Café Rental	Maintain Legal Privilege	48(1)(a)(i)
Contract 1196 Variation Proposal	Commercial Sensitivity	48(1)(a)(i)
Public Excluded Finance Committee Minutes 7 June 2016	Commercial Sensitivity	48(1)(a)(i)
Public Excluded Planning and Regulation Committee Minutes 7 June 2016	Maintain Legal Privilege	48(1)(a)(i)
Public Excluded Minutes Council Minutes 10 May 2016	Maintain Legal Privilege	48(1)(a)(i)
Public Excluded Minutes Council Minutes 10 May 2016	Commercial Sensitivity	48(1)(a)(i)

This resolution is made in reliance on Section 48(1)(a)(i) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows: *Public Excluded Council Minutes 10 May 2016 and Public Excluded Finance Committee Minutes 7 June 2016, Old Library Café Rental 7(2)(i); Public Excluded Council Minutes 10 May 2016 and Public Excluded Planning and Regulation Minutes 7 June 2016, Contract 1196 Variation Proposal 7(2)(g).*

## **MACKENZIE DISTRICT COUNCIL**

**REPORT TO:** MACKENZIE DISTRICT COUNCIL  
**SUBJECT:** MAYORAL GENERAL ACTIVITIES REPORT  
**MEETING DATE:** 21 JUNE 2016  
**REF:** PAD 2/3  
**FROM:** MAYOR

### **ACTIVITIES:**

17 May 2016 – Travelled to Christchurch and attended the opening of the new ECan offices in Tuam Street.

18 May 2016 – Spoke on Port FM for the regular Mayoral radio show.

19 May 2016 – Met with CCT regarding Qrious data collection.

20 May 2016 - Attended Upper Waitaki Zone Committee meeting in Twizel. In evening attended the St John South Canterbury Awards evening in Fairlie.

23 May 2016 - Travelled to Christchurch and attended the Tourism NZ Board dinner.

24 May 2016 – Attended Tekapo Property Group meeting.

25 May 2016 – Was the guest speaker at the LJ Hooker luncheon in Fairlie.

31 May 2016 – Attended the Mackenzie Country Trust meeting in Twizel.

7 June 2016 – Attended Committee meetings.

8 June 2016 – Conducted meeting with interested parties, regarding worker accommodation at Tekapo.

9 June 2016 – Hosted the South Canterbury Mini Mayoral Forum in Fairlie followed by attending the meeting of the South Canterbury Spaces and Places. Met with the Deputy Auditor General for general catchup. In evening attended the Fairlie Lions Change of Officers evening.

14 June 2016 – Attended District Plan Review workshop. In evening travelled to Tekapo and attended the Lake Alexandrina Public Meeting.

16-17 June 2016 – Travelled to Wellington for the Rural Provincial meeting.

### **RECOMMENDATION:**

1. That the report be received.

CLAIRE BARLOW  
**MAYOR**

# MACKENZIE DISTRICT COUNCIL

**REPORT TO:** MACKENZIE DISTRICT COUNCIL  
**SUBJECT:** CHIEF EXECUTIVE OFFICER'S GENERAL ACTIVITIES REPORT  
**MEETING DATE:** 21 JUNE 2016  
**REF:** PAD 2/3  
**FROM:** CHIEF EXECUTIVE OFFICER

## **CORPORATE WORK ITEMS:**

12 May 2016 – Met with Aurecon regarding Tekapo Lakefront Development. Attended Regional Freedom Camping workshop.

13 May 2016 – Met with Kevin O'Neill and discussed Mackenzie District Council's Wilding Pine responsibilities. Also met with representatives of South Island Rowing regarding Lake Ruataniwha facilities.

17 May 2016 – Met with Mt Cook Salmon for general discussion. Later on met with Genesis Energy regarding Tekapo upgrade work. Had a telephone discussion regarding the Regional Freedom Camping initiatives.

19 May 2016 – Met with Waitaki and Waimate District Council representatives to discuss common rating challenges. Met with CCT regarding Qrious data collection.

24 May 2016 – Attended Tekapo Property Group meeting. Had a telephone discussion regarding the Regional Freedom Camping initiatives.

26 May 2016 – Participated in a Civil Defence exercise.

27 May 2016 – Had a meeting with PSA regarding remuneration systems.

30 May 2016 – Attended the Chief Executives' Forum at Rolleston and then the Civil Defence Emergency Management CEG meeting afterwards. Met with NZTA in Christchurch for general discussion.

31 May 2016 – Met with Ngai Tahu Property Manager for general introduction. Met with Waugh Consultants regarding the LGA section 17a reviews and LTP requirements.

2 June 2016 – Conducted staff meetings at Fairlie and Twizel. Also met with DOC for discussion of general matters. Met with Allandale water users regarding supply.

3 June 2016 – Attended Meridian Energy office opening in Twizel.

7 June 2016 – Attended Committee meetings and then in evening attended the Tekapo Community Board meeting.

8 June 2016 – Conducted meeting with interested parties, regarding worker accommodation at Tekapo. Attended Tekapo Community Board meeting in evening.

9 June 2016 – Attended Council workshop on Freedom Camping Review and other policies and bylaws. Met with Deputy Auditor General for general catchup. Later in afternoon met with Nathan Hole and advisor in relation to building control matters.

14 June 2016 – Attended District Plan Review workshop.

15 June 2016 – Had a general catchup with Whitestone Chief Executive, and had a telephone discussion regarding the Regional Freedom Camping initiatives.

16 June 2016 – Travelled to Wellington for the Rural Provincial meeting.

20 June 2016 – Attended the Regional Camping workshop meeting in Christchurch.

**RECOMMENDATION:**

1. That the report be received.

WAYNE BARNETT  
CHIEF EXECUTIVE

# MACKENZIE DISTRICT COUNCIL

**REPORT TO:** MACKENZIE DISTRICT COUNCIL  
**SUBJECT:** ELECTED MEMBER PROTOCOLS FOR ELECTION  
**MEETING DATE:** 21 JUNE 2016  
**REF:** PAD 1/2016  
**FROM:** PAUL MORRIS, ELECTORAL OFFICER

## **PURPOSE OF REPORT:**

To make elected members aware of the Protocols for Elected Members during the Election Period from 8 July to 8 October 2016 so that they can ensure their pre-election campaign activities comply with the principles.

## **STAFF RECOMMENDATIONS:**

1. That the report be received.
2. That Councillors adhere to and abide by the protocol during the pre-election period from 8 July to 8 October 2016.

**PAUL MORRIS**  
**ELECTORAL OFFICER**

## **ATTACHMENTS:**

- Protocols for Elected Members During the Election Period

## **BACKGROUND:**

The local authority elections are being held on 8 October 2016. Staff have been made aware of a protocol and now elected members are being requested to follow this during the pre-election period from 8 July to 8 October 2016.

It explains and gives guidance on the practical implications for elected members.

## **CONCLUSION:**

That Councillors adhere to and abide by the protocol during the pre-election period from 8 July to 8 October 2016.



## Elections 2016

### Protocols for Elected Members During the Election Period

This protocol sets out the two principles contained in the Office of the Auditor-General guidelines *Good Practice for Managing Public Communications by Local Authorities* that particularly relate to communications in the pre-election period. The pre-election period relates to the three months before the close of polling day (i.e., 8 July to 8 October 2016). The principles have general application at all times leading up to the election and elected members are made aware of this prior to July so that they can ensure that their pre-election campaign activities comply with the principles.

The two principles are set out below with an explanation and guidance on the practical implications for elected members and council staff. The Electoral Officer is responsible for the implementation of the guidance and will, where required, determine its application (e.g. in relation to the content of a media release).

**Principle 12: A local authority must not promote, nor be perceived to promote, the re-election prospects of a sitting member. Therefore, the use of Council resources for re-election purposes is unacceptable and possibly unlawful.**

*A Council would be directly promoting a member's re-election prospects if it allowed the member to use Council communications facilities (such as stationery, postage, internet, email, or telephones) explicitly for campaign purposes.*

*Allowing members access to Council resources to communicate with constituents, even in their official capacities as members, could also create a perception that the Council is helping sitting members to promote their re-election prospects over other candidates.*

Under this principle:

- A mass communications facilities, such as any mayoral or members' columns will be suspended during the pre-election period of 8 July to 8 October 2016
- Council resources (including the Council logo and branding, website, facebook page, twitter account, any forms of social media, computers, email, mobile phones, faxes, stationery, photocopiers, printers, stamps, cars, meeting rooms and venues) must not be used by elected members for campaigning purposes, whether for a Council position or another elected position.
- whilst it is acceptable for councillors to use their Council supplied computer, iPads and mobile phone, elected members should not use council telephone numbers (i.e. the telephone number provided to councillors by the Council) or council email addresses (i.e. ending in @mackenzie.govt.nz) for electioneering purposes or in their campaign material.

For clarification;

- Councillors can use the council supplied computer but must use a private email address e.g. xxx@gmail.com
- councillors can use the council provided mobile phone provided that the Council is not meeting the cost of calls relating to campaigning as part of the Council monthly reimbursement
- Councillors must not link their own facebook page and social media channels (if they are used for campaigning purposes) to the Council's facebook page and social media channels, and must ensure that they have the appropriate authorisation at all times

- if you choose to use your mobile phone for campaign related calls, you need to review your monthly bill to identify calls that are related to your campaign, to ensure that your Council paid allowance is not being used to cover those. In other words the onus is on you to satisfy yourself that the allowance you get from council is for Council related business, and not for campaigning. If it is not, then please advise the Finance Manager so that they can ensure that the correct council allowance is paid
- you may prefer not to have to review your mobile accounts in this way, then it is suggested you use a different mobile phone/number for campaign purposes
- you may refer to your mobile phone number in campaign related materials as long as it is not identified with the Council, for example, it would be inappropriate to use text like ‘call me on my Mackenzie District Council mobile number xxx”
- you may not use the main council office address as your business address for the purpose of campaign advertisements in terms of the Local Electoral Act.

**Principle 13: A Council’s communications policy should also recognise the risk that communications by or about members, in their capacities as spokespersons for Council, during a pre-election period could result in the member achieving electoral advantage at ratepayer’s expense. The Chief Executive Officer (or his or her delegate) should actively manage the risk in accordance with the relevant electoral law.**

*Curtailing all Council communications during a pre-election period is neither practicable nor possible. Routine council business must continue (e.g. publication of the Annual Report). Council leaders and spokespersons need to continue to communicate matters of Council business to the public.*

Under this principle:

- journalistic use of photographic material or information that may raise the profile of a member will be discontinued in the pre-election period
- access to council resources for members to issue media releases, in their capacities as official spokespersons, will be limited to what is strictly necessary to communicate current council business. Comments and/or quotes from the Mayor, Chairs only will continue to be used in media releases setting out the Council’s position on an issue (e.g. major decisions made at current committee meetings, announcing new initiatives). Officers will comment on or issue media releases on operational matters, or implementation of policy
- website material (including photographs) of elected members will remain on-line throughout the pre-election period, but must only involve provision of official information
- official photographs and contact details for elected members will continue to be included in official publications (e.g., Annual Plan, Annual Report).

Neutrality of Council Staff:

- All staff are expected to act with political neutrality. This does not mean the work of council is disrupted. Staff will continue to support elected members in their roles.
- During an election year and particularly during the pre-election period, additional care must be taken to ensure that activities are not seen, in any way to support or a preference to one candidate over another.

- Administration staff who provide support to Councillors will continue this support for the purpose of assisting elected members in their current role. However, support staff will not provide any assistance relating to electioneering activities.
- The Chief Executive is responsible for setting appropriate Election protocols for staff.

## **MACKENZIE DISTRICT COUNCIL**

**REPORT TO:** MACKENZIE DISTRICT COUNCIL

**SUBJECT:** REMUNERATION AUTHORITY DETERMINATION FOR ELECTED MEMBERS

**MEETING DATE:** 21 JUNE 2016

**REF:** STA 9/2

**FROM:** WAYNE BARNETT, CHIEF EXECUTIVE

### **PURPOSE OF REPORT:**

To confirm the Remuneration Authority's determination for elected members from 1 July 2016.

### **STAFF RECOMMENDATIONS:**

1. That the report be received.
2. The Council approves the Remuneration Authority's remuneration determination commencing on 1 July 2016.

**WAYNE BARNETT**  
**CHIEF EXECUTIVE OFFICER**

## **ATTACHMENTS:**

- Remuneration Authority letter dated 17 March 2016
- Remuneration Authority determination letter dated 16 May 2016

## **BACKGROUND:**

The Remuneration Authority has set base salaries for all elected members of local government for the period from 1 July 2016 to 30 June 2017. The base salaries are calculated from the Council's size index which is derived from the population size and the level of Council expenditure incurred. Regard is given to the job size of the position of Councillor and Mayor as well as the proportion of full-time work applicable to the Council.

For the Mackenzie District Council the salaries have been set at:

<b>Role</b>	<b>1 July 2016 Remuneration</b>
Mayor	\$58,401
Councillor (Chairs & Deputy)	\$21,244
Councillor	\$16,995
Fairlie Community Board	
Chair	\$3,708
Member	\$1,854
Tekapo Community Board	
Chair	\$3,708
Member	\$1,854
Twizel Community Board	
Chair	\$4,738
Member	\$2,369

## **ISSUES & OPTIONS:**

The Remuneration Authority provides for an allocation above the base remuneration for Councillors who hold additional responsibilities. We have three Councillors who are Committee Chairs: Cr James Leslie Chair of Assets and Services Committee, Cr Murray Cox Chair of Planning Committee and Cr Graham Smith who is the Chair of the Finance Committee and also the Deputy Mayor.

The Remuneration Authority confirmed their proposal of the determination for Mackenzie District Council in a letter dated 16 May 2016. These will be effective from 1 July 2016.

## **CONCLUSION:**

It is recommended that the Council approve the Remuneration Authority determination for elected member remuneration effective from 1 July 2016.

STA 9/2



responded by email 5/5/16

17 March 2016

Mrs Claire Barlow  
Mayor  
Mackenzie District Council  
PO Box 52  
FAIRLIE 7949

Dear Mayor Barlow

A handwritten signature in blue ink that reads 'Claire'.

### **Elected Members' Remuneration from 1 July 2016**

This letter provides information about your elected members' base remuneration for the period from 1 July 2016 to 30 June 2017, and it follows the letter sent by this Authority to your Chief Executive on 1 December 2015 setting out the process the Authority will follow this year in setting remuneration for elected members. In that letter we also included a copy of a report we issued in 2012 entitled "Remuneration setting proposals for local authorities: 2013 and beyond". You can access that report at <http://remauthority.govt.nz/clients-remuneration/remuneration-for-local-government-elected-officials/>.

This letter also requires your action. It is necessary for you to provide additional information to the Authority, on the forms provided with this letter, in order for the Authority to make an accurate determination for your Council for the 2016/17 year. That information is required by Monday 16 May at the latest.

### **Background**

In addition to the 2012 report, during 2015 the Authority commissioned HayGroup to review a sample group of councils and establish both the size and changing nature of local representation. In undertaking this work the Authority obtained information that gave it some confidence in the size of the job of elected members and the increasing demands on them.

It also received feedback on the ability of a council to recognise the additional responsibilities undertaken by some members and it has taken this into consideration in its decision making.

There were two areas in which the Authority did not get sufficient information to have confidence in the scope of elected members' undertakings. The first is the time commitment required to effectively fulfil council responsibilities and the second is the additional time commitment and responsibilities that flow from the district or regional plan hearing process.

The remuneration element of the review that the Authority undertook in 2012 was only partially implemented due to the significant increases, and occasional decreases, that would have resulted. The Authority assessed that such a change would not have been acceptable to communities at a time when both urban and rural New Zealanders faced rating and financial challenges and most working people received only modest increases in remuneration.

Given the Authority's continuing concern regarding aspects of the information available to it this year, we are again deferring full implementation whilst a new review of the remuneration

Remuneration Authority

PO Box 10084, Morrison Kent House, 105 The Terrace, Wellington, New Zealand

Telephone 04 499 3068 Email [info@remauthority.govt.nz](mailto:info@remauthority.govt.nz) Website [www.remauthority.govt.nz](http://www.remauthority.govt.nz)

framework is undertaken. This work will take place over the coming year and, as proposals develop, the Authority will engage further with local government.

For this year the Authority has decided to implement increases between 1.5% and 3%, phased in bands, with the larger metropolitan areas receiving 1.5% and those councils with more modest current remuneration being increased up to 3%. This has been introduced in four bands based on the Authority's size index.

### **Base Remuneration 2016/2017 Mayor and Councillors**

Under this approach the following will be the **base** remuneration for you and your elected members.

<b>Role</b>	<b>2015/16 remuneration</b>	<b>2016/17 remuneration</b>
Mayor	\$56,700	\$58,401
Councillor	\$16,500	\$16,995

### **Community Boards**

The base remuneration for your community boards is outlined on a separate sheet attached. This is based on your current structure; if that structure changes because of a representation review we will need to do a recalculation.

These figures exclude any payments for additional responsibilities. If you wish to apply for such a payment for a community board for 2016/2019 it is necessary to submit Form C (see below). Payment for additional responsibilities for community boards apply to the whole board.

### **Payment for additional duties**

To recognise the concerns reflected in our review about the ability to appropriately address the additional duties of some elected members, the Authority has decided to increase the amount available to supplement base remuneration from 150% of the councillor remuneration to 200%. Therefore the maximum amount available for your council for this purpose is \$33,990. The Authority has also decided to respond to concerns raised by councils by removing the 40% and 25% caps on the payment to individual councillors for additional duties.

The Authority has not amended the maximum amount of additional duty payments available for community boards, which remains at 30%.

The Authority is not making any changes to the provisions for payment for elected members participating in district or regional planning hearing processes in this determination, but we have agreed with LGNZ to set up a working group to find a solution that will be permitted under the legislation. We anticipate that the Authority's 2017/18 determination will address the matter.

### **What you need to do now**

Attached to this letter are four forms for completion. The first two are compulsory. The others are for your use when they are relevant to your council.

1. The Mayor's **vehicle information form** will enable the Authority to make the correct adjustment to the Mayor's remuneration where necessary. *You must submit this form even if the Mayor will not be provided with a vehicle.*
2. Form A is a schedule of your **proposed positions and remuneration**. You must complete and submit this form.
3. Form B is the information required for each position that the council wishes to recommend for **additional payments**. Please note that the description needs to apply to all the positions a member holds. For example, if the deputy mayor also chairs a committee, one additional payment should be proposed to cover all the duties.
4. Form C is the information required when a council wishes to apply for an **additional duties payment for a community board**.

As in previous years, councils are not required to allocate the total amount of funds available.

The forms are also available as Word documents on the Authority's website at this address <http://remauthority.govt.nz/local-government/>.

In order for the Authority to release its determination prior to 1 July 2016, we require these returns no later than Monday 16 May, so we would appreciate hearing from you as soon as possible.

We consider that the most efficient way for you to return the forms would be to scan your set into a pdf file and attach to an email to [info@remauthority.govt.nz](mailto:info@remauthority.govt.nz).

If you have any questions regarding the above information please forward them by email to [info@remauthority.govt.nz](mailto:info@remauthority.govt.nz).

Yours sincerely



Fran Wilde  
**Chair**

cc Chief Executive, Mackenzie District Council

#### Enclosures

1. Mayor's car information form
2. Positions form (Form A)
3. Additional payments for positions form (Form B)
4. Additional payments for a community board form (Form C)





### Council Mayor or Chair Vehicle Information Form

Councils decide whether or not a car is to be supplied and on what basis. The determinant is what is most cost effective for Council and ratepayers.

Please use this form to confirm or reconfirm car provision details.

Name of Council: Mackenzie District Council

Does the Council supply a vehicle to the Chair or Mayor? YES / **NO**  
If "yes" please complete the table below.

<b>Make and model</b>	
<b>Date of Purchase</b>	
<b>Total on the road cost to Council on purchase GST inclusive</b>	\$
<b>Is the car for Chair/Mayoral use only?</b>  <i>"Chair/Mayoral use only" means that the car can be used by other officers, can be driven home and garaged by the Chair/Mayor but does not permit any private use.</i>	YES / NO
<b>If "no" above then please confirm percentage of private use.</b>  <i>"Full private use" is normally assessed by the Authority at 20%. Where a larger or smaller usage is claimed supporting information is required (such as log books).</i>	%

**Car value deduction calculation example:**

If value of car = \$38,000 incl. GST and  
% of private use = 20%

$\$38,000 \times 41\% \times 20\% = \$3,116$  This is the amount to be deducted from the Chair's/Mayor's salary.

**FORM A**

**Proposed positions and remuneration**



Name of Council: Mackenzie District Council

Please complete this form listing all the positions you propose, and attach a completed Form B for each position with additional responsibilities

Name of Position	Number of positions	\$ amount for additional responsibilities	Total remuneration per position
Mayor or Chair	1	\$ nil	\$ 58,401
Chair	3	25% - 4,249	21,244
Councillor	3	nil	16,995

**FORM B****Information about each position recommended for additional payments**

<b>NAME OF COUNCIL</b>	Mackenzie District Council
<b>POSITION TITLE</b>	Chair
<b>NUMBER OF POSITIONS WITH THAT TITLE</b>	3
<b>POSITION DESCRIPTION</b> Specify additional responsibilities over and above the basic councillor role - covering duties, delegations, deputising and reporting obligations	Chairs of our 3 committees - Planning - Finance - Assets and Services.
<b>ADDITIONAL TIME</b> Estimation of extra time involved in carrying out the additional responsibilities	A few extra hours per week.
<b>BASE COUNCILLOR SALARY</b> The 2016 base councillor salary for your council	\$ 16,995
<b>RECOMMENDED ADDITIONAL PAY</b> Amount recommended for additional pay	\$ 4,248
<b>TOTAL REMUNERATION</b>	\$ 21,243

**FORM C**  
**Proposed additional duties**  
**payment for community board**



<b>NAME OF COUNCIL</b>	<i>Mackenzie District Council</i>
<b>NAME OF COMMUNITY BOARD</b>	
<b>COMMUNITY BOARD CHAIR</b> <i>Confirmation the board chairperson is carrying out the additional roles as set out in Appendix B of the Remuneration Authority's April 2013 document "Local Authority Elected Member Remuneration Setting 2013 (excl. Auckland)</i>	YES/NO
<b>ADDITIONAL ROLE OR RESPONSIBILITY</b> <i>Describe the role and list the additional responsibilities. NB extra pay cannot normally be sought for individual board members - it should be for the whole board</i>	
<b>ADDITIONAL TIME</b> <i>Estimated extra time involved in carrying out the extra responsibilities</i>	
<b>BASE COMMUNITY BOARD SALARY</b> <i>The 2016 base community board salary for this board</i>	\$
<b>RECOMMENDED ADDITIONAL PAY</b> <i>Amount recommended for additional pay per board member (to a maximum of 30%)</i>	\$
<b>TOTAL REMUNERATION</b>	\$



Council Community Boards Chair and Member Salaries 2016

<b>Council</b>	<b>Community Board Name</b>	<b>Chair salary \$</b>	<b>Member salary \$</b>
Mackenzie District	Tekapo Community	3,708	1,854
Mackenzie District	Fairlie Community	3,708	1,854
Mackenzie District	Twizel Community	4,738	2,369

16 May 2016

18 MAY 2016

Mrs Claire Barlow  
Mayor  
Mackenzie District Council  
PO Box 52  
FAIRLIE 7949

Dear Mayor Barlow

**Your Council's information for the 1 July 2016 determination for elected members**

Thank you for providing us with your Council's proposal for the determination to be made effective from 1 July 2016. We have reviewed and approved your proposal.

The information that will appear in that determination for your Council is shown in the enclosure. Please review that information and tell us urgently, by email to [info@remauthority.govt.nz](mailto:info@remauthority.govt.nz), if it does not reflect what you intended.

Yours sincerely



Angela Foulkes  
**Deputy Chair**

cc Chief Executive, Mackenzie District Council

## Mackenzie District Council

<b>Office</b>	<b>Annual salary (\$)</b>
Mayor	58,401
Councillor with additional responsibilities (3)	21,244
Councillor	16,995
<b>Mayoral car</b>	
N/A	

### *Fairlie Community Board*

<b>Office</b>	<b>Annual salary (\$)</b>
Chairperson	3,708
Member	1,854

### *Tekapo Community Board*

<b>Office</b>	<b>Annual salary (\$)</b>
Chairperson	3,708
Member	1,854

### *Twizel Community Board*

<b>Office</b>	<b>Annual salary (\$)</b>
Chairperson	4,738
Member	2,369

## **MACKENZIE DISTRICT COUNCIL**

**REPORT TO:** MACKENZIE DISTRICT COUNCIL  
**SUBJECT:** FAIRLIE 150 YEARS CELEBRATIONS GRANT REQUEST  
**MEETING DATE:** 21 JUNE 2016  
**REF:** FIN 9/6  
**FROM:** GARTH NIXON COMMUNITY FACILITIES MANAGER

### **PURPOSE OF REPORT:**

For Council to consider this grant request from the Fairlie 150 Year Committee.

### **STAFF RECOMMENDATIONS:**

1. That the report be received.
2. That the Council grant \$2,500 towards the Fairlie 150 Year Celebration

**GARTH NIXON**  
**COMMUNITY FACILITIES MANAGER**



## **ATTACHMENTS:**

- Grant Request Application
- Grants Policy
- Grant Criteria

## **BACKGROUND:**

This request for \$5000 was submitted to the Fairlie Community Board in the public forum of meeting on 7 June 2016.

The Community Board were unable to consider this request due to it not being on the agenda but indicated they were supportive of the proposal.

Anne Thomson speaking in support of the proposal suggested she felt that celebrating the 150 years of Fairlie should not only fall to the Fairlie ratepayer but be considered by the district as a whole.

## **POLICY STATUS:**

Council has a Grants Policy and criteria which are attached to this report

## **SIGNIFICANCE OF DECISION:**

This request does not trigger the Significance Policy.

## **ISSUES & OPTIONS:**

Options in this case are to either fund this project, part fund or decline this request.

## **CONSIDERATIONS:**

### ***Legal***

Not applicable.

### ***Financial***

The Fairlie Community Board put aside \$5000 in the grants budget specifically for 150 Year Celebrations. They have indicated, but were unable to resolve, that they were supportive of the project and suggested that they would grant \$2500.

Council's Grants budget is \$27,100 made up of \$17,048 of the Rural Travel Fund and Creative Community Grants plus \$10,000 of unallocated grants of which \$8,767 has been spent. Leaving a balance of \$1,233 of which the majority will be used in the Hops and Hooves grant.

This does not include the Tekapo Footbridge Grant of \$45,000.

### **ASSESSMENT OF OPTIONS:**

Council has insufficient funds to grant this request in full.

The project is Fairlie based but the anniversary should be celebrated by the district. The Fairlie Community has a budget set aside but funding the whole event would leave nothing for other possible allocations.

### **CONCLUSION:**

The Fairlie Community Board have indicated their support. It is appropriate for Council to support this event also by granting \$2500, 50 % of this request.



APPLICATION FOR GRANT

1. Name of Organisation/Individual:

Fairlie 150 Years Committee

2. Address:

cf- Heartlands Fairlie Resource Centre  
Main Street Fairlie

Telephone: 03 685 8496

Fax: \_\_\_\_\_

Email: fairlie@xtra.co.nz

3. Contact Person: Anne Thomson

Position: Secretary

Phone: Business: 03 685 8496

Phone: Home: 03 685 8823

4. Please specify the legal status of your organization – trust/Incorporate Society/other.

Inc. Society

5. Is your organisation recognised as a non profit body by the Inland Department?

Yes/No

6. Name of principal officers:

Chairperson/President: Chris Clarke

Secretary: Anne Thomson

Treasurer: Lyn Butlers



7. State your organisation's purpose and objectives: \_\_\_\_\_

To celebrate Fairlie's 150th birthday

8. How long has your organisation existed?

150 years (one year) MCEB (since 1993)

9. Is your organisation responsible to or controlled by any other organisation/authority?

Please specify: Mackenzie Community Enhancement Bd  
(umbrella group)

10. What level of funding does your organisation request from the Mackenzie District Council?

11. State the purpose for which the grant is requested:

The grant will be used as identified  
on Attachment One

12. State the number whom you expect will benefit from the grant you are requesting:

Sorry, no idea!

Members: \_\_\_\_\_ Others: \_\_\_\_\_

13. Has your organization received a donation during the past five years?

Yes/No

If yes, please detail how your most recent donation was used	Received from	Year	Amount of Donation
		TOTAL	

14. If your organisation is registered for GST, please supply your GST number:

n/a

15. Please supply a copy of your latest audited financial statements. n/a

**DECLARATION**

I hereby declare that the information supplied here on behalf of my organisation is correct:

Name: Anne Thomsen

Position: Secretary

Signature: A. Y. Thomsen

Date: 7 June 2016.

17th - 23rd Monday - Sunday

Archive Photo display at the Fairlie Museum

Wedding dresses through the years by

Sue Tennant and Lorraine Herlund

17th - 21st Monday to Friday

2016 marks the 150th

anniversary of the township Fairlie.

The 150 Years Committee has worked with the community to organise a number of events and projects to mark this special occasion. We hope that everyone has the opportunity to take part in the commemorations of this historic year.

As always, none of these occasions could be a success without the support of our community.

We look forward to sharing these

special events with you all.

The Fairlie 150 Years Committee

## FURTHER INFORMATION

For further information on any of the events please contact us at the email address below, or call into Heartlands Fairlie.

We welcome offers of help and support!

Tickets to the events are available from Heartlands, Fairlie.

FAIRLIE 150 YEARS COMMITTEE

c/o Heartlands, 67 Main Street, Fairlie

03 685 8496

fairlie@xtra.co.nz

info@fairlie150years.co.nz



**'Coming Home'**  
14-23rd October 2016

**October 2016**

**Friday 14th**

**Launch of Fairlie 150 Years**

**5.30pm Powhiri - McLeans Park**

**7.30pm Bridal Gowns Parade**

.....

**Saturday 15th**

**10am Heritage Market Day on the Village Green**

Contact: Kathy Pettengell 685 6185 and Maureen McCall 685 8466

.....

**8pm Fairlie 150 Years Grand Ball**

Organised by the Fairlie Young Farmers

.....

**Sunday 16th**

**11am Trip to Sutherland hut**

Picnic lunch at the 150 Year old hut

4WD transport essential

.....

**2.30pm**

**Historic Buildings Walk and**

**Devonshire Tea**

Convenors: Deborah Tipa and Annie Mitchell

- Unveiling of the 150 Years Quilt

**5pm Concert on the Village Green**

Convenor: Chris Clarke

**Monday 17th**

**7.30 pm An evening of history with Jeremy Sutherland**

at the Fairlie Museum

'Hands on 150 Years'

- children invited to draw on our Fairlie 150 Years car

.....

**Tuesday 18th**

'It's in the Bag'

With Seldom Nogood and the lovely Tineke Bouche

7.30pm

Tickets \$20 at Heartlands

.....

**Wednesday 19th**

**3pm Fairlie Cemetery Tour**

with Jenni Cordes

**7pm Ukulele the Green**

Come enjoy Fairlie's fabulous uke players on the Village Green

Bring your chair and rug!

.....

**Thursday 20th**

**Launch of the Incredible Edible Project in Fairlie 5pm**

Convenor: Anne Thomson

.....

**7.30 pm Fairlie Cemetery Tour with Jenni Cordes**

.....

**Friday 21st**

**Launch of the Historic Trail 1pm**

**The Fairlie 150 Years Recipe Book 8pm**

Convenor: Jackie Phillips

**Saturday 22nd**

**Grand 150 Years Parade 2pm**

Followed by Concert on the Fairlie Village Green

featuring Cam Scott

Convenor: Peter Brien

.....

**ALL TIME DANCE 8pm**

Mackenzie Community Centre

- a night of good fun - supper

Door sales Bar Live Band \$20

.....

**Sunday 23rd**

**Church Service of Celebration 11am**

**Picnic on the Village Green**

**with entertainment from local performers**

Please take the opportunity:

- to view the historic photos on Main Street

- to wander the streets and take in the gardens that are vying for the Best Spring Garden Competition

- to visit the Fairlie Heritage Museum

- to take advantage of the beautiful McLean's Park

- Labour Weekend - pop on down to Pleasant Point and take a trip on the Fairlie Flyer

- Model train exhibition



**Wickliffe New Zealand Limited**

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F 03 477 5682

W [www.wickliffe.co.nz](http://www.wickliffe.co.nz)

PO Box 932, Dunedin

2-Sep-2015

Quotation Number  
327253 - 1

Mackenzie College

Attention: Jackie Philipps

Thank you for your recent enquiry and I take pleasure in submitting the following quotation:

**Job Description**

Cookbooks, 200pp plus cover PUR

Covers are printed full colour single-sided on 350gsm Matt. Matt laminated both sides.

100pp Text is printed full colour throughout on 150gsm Advance Laser.

100pp Text is printed black only throughout on 150gsm Advance Laser.

From print-ready file supplied.

Collated, PUR bound at left. Packed and delivered to Kirke Street, Fairlie.

<b>Finished Size</b>	253 x 195	
<b>Unit of Measure</b>	Books of 1	
<b>Quantities</b>		500
<b>Printing</b>		\$6,623.53
<b>Total</b>		\$6,623.53
<b>Price per U.O.M.</b>		\$13.25

*All prices exclude GST*

**This quotation is subject to the following conditions:**

1. Acceptance within 30 days.
2. This quotation relates to the job as described above and is subject to sight of satisfactory artwork, sighting of print details and / or material supplied. Any significant alterations may be subject to additional cost.
3. Agreement to the terms of trade which are available on our website under company profile.
4. Additional Charges will be incurred if product is not uplifted within 3 months.

I trust this quotation meets with your approval. I will be in contact with you to discuss your requirements further and look forward to your favourable reply.

Yours Sincerely

Shane Glendining  
[Shane.Glendining@wickliffe.co.nz](mailto:Shane.Glendining@wickliffe.co.nz)



Attachment One:

All excess funds raised during the 150 Years Celebration will go back into the Fairlie Community by donating an item or items to remember the celebration of 150 Years

**Budget for Grant Request from Fairlie Community Board**

1. Donation towards photo panels	14 @ \$200	\$2800	
Minus		\$1400	
			\$1400

The photo panels will replace the current ones on Fairlie's Main Street and then will be placed about the township and moved periodically

2. Donation towards launch of cookbook advertising and event			\$1000
--	--	--	--------

3. Donation towards Fairlie's Historic Walk

Display panels similar to those at the Mackenzie Statue will take people on a trail of historic places around Fairlie

The cost of \$250 per panel includes the metal stand, the vandal proof

Information panel and the installation in concrete. This will be

undertaken with Fairlie Community Board approval and input!

	12 panels @ \$250	\$3000	
Minus		\$1000	\$2000

4. Advertising the 'Coming Home' Programme in newspapers	\$600	\$ 600
--	-------	--------

Total request:		\$5000
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I ask where we sit with the use of the Mackenzie Community Centre.

Will the hire of this be donated to our project for your town or will we have to pay?

# MACKENZIE DISTRICT COUNCIL

## GRANTS

### RATIONALE

From time to time Council and community boards provide grants budgets from which financial support for general purposes can be funded, eg for a donation to a worthy cause such as flood relief. Council also has budgets for specific purposes, eg the Heritage Protection Fund.

When Council is requested to provide financial support by remitting rates, fees or charges, transparency can be preserved if the request is approved, by making a grant funded from the affected cost centre. For example, if a request by the Fairlie Ice Skating Club for remission of excess water charges is approved, a grant funded from the Fairlie Water Supply Account will ensure that the cost of the remission actually falls where it should lie.

### GUIDELINES:

1. All requests for financial assistance are to be submitted on an “Application for Donation” form to the Council.
2. All requests for financial support are to be dealt with as requests for grants.
3. Requests for grants from clubs, groups or organisations are to be accompanied by full financial information.
4. Applications for grants are to be evaluated in terms of
  - the direct benefit of the grant to ratepayers/residents of the District
  - the availability of funds from other sources for the project
  - the level of contribution to the project made by the applicant
5. Recipients are to be required to account accurately for grants.

*(See Grant Evaluation Criteria)*



### **MACKENZIE DISTRICT COUNCIL GRANT EVALUATION CRITERIA**

1. Does the application assist the Council to achieve its strategic direction (applicant must make specific reference to the Strategic Plan and support that reference with reasoned arguments).
2. Will the grant *directly* benefit ratepayers/residents in the Mackenzie District? If so, how many?
3. Are there any other bodies which are specifically designed to cater for these requests e.g. Creative New Zealand, Mid-South Canterbury Trust, and Lottery Grants Commission?
4. Has the organisation received, or have they applied for funds from other organisations for the same project? If so, how much?
5. How much of their own funds does the organisation have to put toward this request/project?
6. Is the organisation/individual a non-profit body and able to accurately account for any funds granted?
7. Has the organisation supplied all information on the application form including a set of accounts?
8. What is the effect on the individual/organisation if the Council does not support the application?

## **MACKENZIE DISTRICT COUNCIL**

**REPORT TO:** COUNCIL  
**SUBJECT:** PUKAKI AIRPORT BOARD REPORTS  
**MEETING DATE:** 21 JUNE 2016  
**REF:** LAN 15  
**FROM:** CHAIR, PUKAKI AIRPORT BOARD

### **PURPOSE OF REPORT:**

The purpose of this report is for the Council to consider the Chairman's Report and final draft Statement of Intent of the Pukaki Airport Board.

### **STAFF RECOMMENDATIONS:**

1. That the report be received.
2. That the attached Chairman's report for the Pukaki Airport Board dated 14 June 2016 be received and noted.
3. That the Pukaki Airport Board Statement of Intent for the Three Years Ended 30 June 2019 be adopted.

**WAYNE BARNETT**  
**CHIEF EXECUTIVE OFFICER**

**ATTACHMENTS:**

- A. Chairman's Report - 14 June 2016
- B. Draft Pukaki Airport Board Statement of Intent for the Three Years Ended 30 June 2019.

**BACKGROUND:**

The Pukaki Airport Board is a committee of Council, and regularly provides reports on its activities and upcoming plans to Council.

**POLICY STATUS:**

N/A.

**SIGNIFICANCE OF DECISION:**

The decision is not considered significant under the Council's Significance and Engagement Policy.

**CONCLUSION:**

The Pukaki Airport Board regularly reports to Council as to its activities. The Chairman's report and the Statement of Intent are attached for Council's consideration.

# **PUKAKI AIRPORT BOARD**

## **SPECIAL CHAIRMAN'S REPORT – 14<sup>th</sup> of June 2016**

### **Overview**

**We have made seven sales since our last report to Council. The Airport's financial projections as a result of these sales are improved to an enormous degree.**

**The Board are now in a position to consider new capital investments to create new revenue generating activities at the airport. It is likely we will bring some new proposals to the Council before the end of the year.**

### **Trading Revenue**

In spite of high tourist flows through the region, earnings this financial year from commercial aviation activity are disappointing. Unfortunately tourist flight passengers are choosing to fly from Glentanner rather than Pukaki, this loss of Helicopter Line revenue is also a result of substantial changes to the glacier landing area previously used which is now dangerous.

### **Inundation Zone**

We are working with Council to obtain detailed plans and analysis from Meridian Energy to enable us to clarify the risk of inundation on private and Council owned land at the airport. This information is critical to ensure future buyers are properly informed about this risk, and we will also use this information in future airport development plans.

### **Taxiway Reseal**

The Board can now plan for this to take place in the 2017/18 year.

### **Bendrose Irrigation Pipe**

This project has become quite difficult because of consent issues but if it can be achieved will enable us to irrigate the grass cross wind runway, as well as giving us an opportunity to further the landscaping of the roadside embankment. We will also work with Council staff to see if we can attach this supply to our existing water supply which we can use as a back-up if our existing scheme ever fails.

### **Future**

The Board is continuing to meet its commitment to Council to meet the goals of the Council's Aviation Strategy. We will exercise considerable effort into finding a way or ways to convert our surplus capital into aviation revenue generating activity. Our medium term goal is to generate sufficient revenue to ensure the business will run with consistent trading surpluses. We continue to work with some overseas investors

on a very large integrated project which has the potential to be the catalyst for substantial development of the airport and much increased long term aviation activity.

**I conclude by assuring Council of the sound and improved state of the airport finances brought about by a very successful period for real estate sales. We have signed contracts amounting to \$1,030,390, some are still to complete due diligence, but we have no reason to believe any will not become unconditional.**

The Trading Account cash flow is somewhat disappointing from aviation activity but rental income is covering most of our overheads.

Rick Ramsey and James Leslie, have contributed a great deal to the day to day running of the airfield as well as the intense sales activity which has occurred during the period and I thank them both for their input.

Derek Kirke

Chairman Pukaki Airport Board

14<sup>th</sup> June 2016

**DRAFT FOR COUNCIL CONSIDERATION**

# **Pukaki Airport Board**

**Statement of Intent**

**For the Three Years Ended  
30 June 2019**



## **1. INTRODUCTION:**

The Pukaki Airport Board is a committee of the Mackenzie District Council, set up to manage Pukaki Airport assets and achieve the goals as set out in this document.

The Statement of Intent sets out the overall intentions and objects for the Board for the trading year 1 July 2016 to 30 June 2017 and the succeeding two years.

## **2. MISSION:**

The Pukaki Airport Board and will seek to maximise the commercial value and returns from the Pukaki Airport and implement the Council's aviation strategy.

## **3. GOVERNANCE:**

The Board members are responsible for the overall governance of the organisation. They are responsible to the owner, the Mackenzie District Council, for the performance of the Board.

The organisations will operate within the legal framework governing companies and local body organisations. They will work within the legal framework of the Local Government Act 2002, Commerce Act 1986, Resource Management 1991, Airport Authorities Act 1966, and Civil Aviation Act 1992. They will also operate taking account of other aviation and real estate specific legislation, regulations, and codes of practice.

## **4. NATURE AND SCOPE OF ACTIVITIES:**

4.1 The objective of the Pukaki Airport Board will be the efficient operation of aviation activity at Pukaki Airport in line with Council's Aviation Strategy.

In the short to medium term this will be achieved by the subdivision of land and sale of real estate, while preserving the Airport's integrity now and in the future, as the region's public airfield.

The major long term business of the Pukaki Airport Board will be the efficient and profitable management and operation of aviation activity at Pukaki Airport.

The Board will seek growth through the development of Pukaki Airport as a public airfield, as base for airport related activities such as tourist flights, aircraft storage and aircraft maintenance and through the leasing or sale of land for the benefit of the Airport and the aviation industry in the Mackenzie.

4.1 Consistent with its objectives the Board has invested in capital equipment and infrastructure that further enhances its role to efficiently manage, grow, and develop, the commercial assets of the Council at Pukaki Airport.

4.2 While recognising the goals set out in the Council's aviation strategy to provide a public airport facility, the Board will seek to maximise returns to the Airport and work within the guidelines of the Terms of Reference outlined by Council.

## 5. FINANCIAL PERFORMANCE PROJECTIONS: REVISED FINANCIAL FORECAST PROJECTIONS - 14<sup>th</sup> June 2016

	<b>2016/2017</b>	<b>2017/2018</b>	<b>2018/2019</b>
<b>Opening Balance</b>	<b>+\$193,000</b>	<b>+\$591,696</b>	<b>+\$618,420</b>
<b>Revenue Statement</b>			
<b>Revenue:</b>			
Capital Revenue-land sales (stages1-4)	\$75,500	\$25,000	\$25,000
Other Capital Land Sales	\$406,696	\$185,224	\$185,224
Aviation & Rental Revenue	\$32,000	\$32,000	\$32,000
Interest	\$3,000	\$10,000	\$12,000
<b>Total Land Sales and Revenue</b>	<b>+\$517,196</b>	<b>+\$252,224</b>	<b>+\$254,224</b>
<b>Less Expenses:</b>			
Running Expenses	\$40,000	\$40,000	\$40,000
Sales Promotion	\$40,000	\$60,000	\$40,000
Taxi way seal		\$105,000	
Rates	\$16,000	\$12,000	\$12,000
Irrigation	\$2000		
Legal Fees – sale contracts	\$7000		
Repairs and Maintenance	\$11,500	\$6500	\$7500
Incidentals	\$2000	\$2000	\$2000
Interest			
<b>Total Expenses</b>	<b>-\$118,500</b>	<b>-\$225,500</b>	<b>-\$61,500</b>
<b>Net Surplus/(Deficit)</b>	<b>+\$398,696</b>	<b>+\$26,724</b>	<b>+\$171,662</b>
<b>Airport Reserve Balances</b>	<b>+\$591,696</b>	<b>+\$618,420</b>	<b>+\$775,182</b>
<b>Closing Balance</b>	<b>+\$591,696</b>	<b>+\$618,420</b>	<b>+\$790,082</b>

## 6. OPERATING PERFORMANCE PROJECTIONS:

### Assumptions made in producing the financial forecast table

1. We expect to receive final payment on an outstanding contract no later than June 30<sup>th</sup> 2017. The potential owner of this Lot will still owe \$55,000 at 30<sup>th</sup> June 2016 having recently paid another \$30,000
2. During the 2015/2016 period the Board has dealt with a total of 18 serious enquiries, and has achieved a total of seven sales (\$1,030,390). This has involved Board members in considerable effort, with some activity required almost every day. Although it is likely we will achieve more sales, the figures in this report assume no further sales.

3. The Board is working with Council to resolve the issue of a huge increase in rates of \$5,900 from the 2015 year to the 2016 year. (Over a 40% increase). On investigating the transfer of our financial affairs from the Council we have discovered that the Pukaki Airfield was wrongly zoned as Industrial” instead of “Airport” which means the valuations are unreasonably high and the rates figure is excessive as a result. We are working to try to resolve this issue but the forecasts use this high figure. (The lower rates in the 2018 and 2019 years reflect the transfer of rates from us to new owners).

The targets set out in the forecast are based on the Board’s view of the economic conditions existing in April 2016.

### **Specific Projections in this SOI**

a) No further development work will be undertaken during this period but during the 2018 financial year the Board forecast an additional coating of seal on the taxiways as recommended by Council staff. As a result of the very successful recent land sales the Board will focus its efforts to find a way or ways to convert the accumulated capital into new long term Pukaki Airport aviation revenue generation.

b) The Board have no residual financial obligations to other parties including Mackenzie District Council except for normal land owner annual charges.

c) The Board undertook preliminary work on noise boundaries and decided to leave these on file to be activated at some time in the future. Based on current airport noise protection zones gleaned from public documents we expect only one nearby landowner would be affected by noise zones. It will be important for the airport to review this issue regularly and make decisions relative to future subdivision activity near the airport. This project may involve considerable expense which we would discuss with council before any commitments are made.

d) The airport has lease contracts with The Helicopter Line, Metservice NZ, BP, Red Cat Adventures, and James Leslie.

e) The Airport has a further \$1,000,000 of Lots available for sale.

f) Fuel. The Fuel facility will continue to be vital to the future success of the airport.

g) The Board completed a hanger in 2012. It is fully leased.

### **7. DIVIDEND DISTRIBUTION POLICY:**

The Board has completed investment in capital infrastructure required for the subdivision and the running of the airport. The Board does not expect to pay dividends to Council until such time as substantial net profit annual surpluses occur. This will be dependent on aviation landing fees, lease income, and interest rates obtained from the land sales capital account.

## **8. REPORTING SCHEDULE:**

8.1 The Board shall deliver to the Council within 60 days of the end of December Each year a report on the state of the Board's operations which shall include:

- Report from the Chairman
- Financial report showing the year to date position against budget and the year-end forecast against budget.
- Financial commentary explaining variances

8.2 Annually prior to the end of February each year the Board shall deliver to the Council:

- ✦ A draft Statement of Intent

8.3 Prior to the 30<sup>th</sup> of June each year the Board shall deliver the completed Statement of Intent.

8.4 Annually, within 60 days of the end of June each year, the Board shall deliver to the Council:

- ✦ Report from the Chairman
- ✦ Statement of achievements relative to the goals and objectives of the Aviation Strategy
- ✦ Financial report showing the year to date position against budget.
- ✦ Financial commentary explaining variances

8.5 The Board recognises that it is obliged under the Local Government Act 2002 to make its completed Statement of Intent available to the public.

## **9. AVIATION STRATEGY:**

In conjunction with the Council, the Board shall be responsible to facilitate a review of the Aviation Strategy every three years to coincide with the review of the Council's long-term council community plan.

## **10. THE BOARD:**

The Board will exercise due diligence and care in carrying out its role. Board members must act in good faith and in what the member believes to be in the best interest of the Board, the Airport, and the Council.

### **10.1 Appointment**

The number of Board members shall be no more than five. The Mackenzie District Council will appoint all members, and appointments will be reviewed as outlined in the Terms of Reference document. The Council will appoint one sitting Councillor to the Board.

### **10.2 Quorum**

The quorum shall be three members, and a simple majority shall make decisions. Board meetings will be conducted in accordance with Mackenzie District Council standing orders.

### **10.3 Meeting Frequency**

The Board shall generally meet 4 times each year, either by meeting in person or by conference call meeting.

### **10.4 Resignation**

A Board member will cease to hold office immediately the Mackenzie District Council's Chief Executive Officer receives a written resignation.

### **10.5 Remuneration**

The remuneration for participation of the appointed Councillor to the Board shall be as part of her or his total remuneration received as Councillor. Remuneration for other Board members will be determined at the time of appointment.

### **10.6 Retirement**

Board members appointed by the Council will retire from office every three years at the Council's election date. Council may decide to appoint Directors for further terms.

### **10.7 Disqualification**

A Board member will automatically be disqualified from holding office if he or she:

- ⊗ Dies
- ⊗ Is adjudged bankrupt
- ⊗ Would be prohibited to act as a director of a company under the Companies Act 1993
- ⊗ Is removed by the Council

### **10.8 Chairperson**

Board members may elect one of their number as chairperson of the Board.

## **10.9 Personal Interest**

A Board member must, forthwith after becoming aware of the fact that he or she is interested in a transaction or proposed transaction with the Board, disclose their interest to the Board, quantifying the nature and monetary value of the interest. The members shall then remove themselves from the meeting and not take part in discussion or voting. Such interest must also be registered with the Chief Executive Officer of the Mackenzie District Council, and be recorded in the Board's minutes.

## **10.10 Indemnities and Insurance**

The Council shall maintain and keep current such public liability insurance cover that will cover the Board as part of Council's committee structure.

## **10.11 Delegated Authority**

The Council's Delegation Manual (effective) provides full-delegated authority to the Pukaki Airport Board. Any changes to the planned operational programmes outlined in this Statement of Intent that will result in a financial impact of greater than \$25,000 when compared with budgeted outcomes will be reported to the Mackenzie District Council prior to implementation for their consideration.

This will ensure that the Council can have regard to the financial and cash flow implications on the balance of its operations.

## **11 Risks**

### **11.1 Real Estate**

Assumptions are made based on the Board's knowledge of the current world and New Zealand economic situation, and our own experiences at Pukaki Airport.

The Pukaki Airport subdivision is no longer a cash risk to Council as the Board no longer has debt owing to Council and has cash reserves for future real estate selling, Airport governance, and asset maintenance.

## **12 Pukaki Airport Capital Reserves**

The Board acknowledge and agreed with the Council policy that after the Board had transferred funds to the value of the Council's cost of purchase for the Airport, all surplus funds are to be held in a secure Pukaki Airport Capital Reserve Account. Funds held in this account will attract interest at a rate in line with Council internal funding policy, and funds from this account will be protected and used only for pursuing outcomes documented in the Council's Airport Strategy as outlined in the Council Terms of Reference produced for the Pukaki Airport Board.

**13 Asset values and Rateable Value**

The Board expect the ultimate rateable value of the Airport, including the privately owned lots, to be approximately \$7,500,000, - this figure is based on current values.

# MACKENZIE DISTRICT COUNCIL

**REPORT TO:** MACKENZIE DISTRICT COUNCIL  
**SUBJECT:** TEKAPO PUBLIC TOILETS  
**MEETING DATE:** 21 JUNE 2016  
**REF:** WAS 12/5  
**FROM:** COMMUNITY FACILITIES MANAGER

## **PURPOSE OF REPORT:**

To follow up from the previous meeting and resolution and seek approval to proceed with the new Tekapo Public toilets

## **STAFF RECOMMENDATIONS:**

1. That the report be received.
2. That Council proceed to replace the Tekapo main public toilet with the Exeloo toilets as proposed.
3. That balance of funding required (estimated at \$60,000) be funded from the toilet capital reserve.
4. That Council approve construction of a new toilet adjacent to the Tekapo footbridge subject to central Government funding and land access arrangements being confirmed.

**GARTH NIXON**  
**COMMUNITY FACILITIES MANAGER**



## **ATTACHMENTS:**

- Powerpoint presentation to be shown at meeting.

## **BACKGROUND:**

The Asset and Services Committee approved the site identified as the preferred site for the location of the new public toilets and agreed to use the Exeloo system to provide toilets to Tekapo.

The Asset and Services Committee delegated the determination of the final costing and level of service to the chairman of the Asset and Services Committee, Cr Leslie, and Cr Cox. They have considered the attached proposal/presentations and wish to proceed to construction.

While the main toilet appears straight forward the second toilet proposal provides more of a challenge as the work is unbudgeted

## **POLICY STATUS:**

Not applicable.

## **SIGNIFICANCE OF DECISION:**

The Significance and Engagement Policy set parameters around significant unbudgeted expenditure. In the case of the additional toilet it does not meet the threshold requiring public consultation in that it is less than \$400,000 and the toilets are not on the Strategic Assets list.

## **ISSUES & OPTIONS:**

- |          |  |
|----------|--|
| Option 1 | Do nothing and wait for funding to be approved   |
| Option 2 | Proceed immediately with construction of main toilets only   |
| Option 3 | Proceed with construction of both facilities immediately   |
| Option 4 | Proceed with main toilet immediately follow with Church/bridge toilet when funding becomes available |

## **CONSIDERATIONS:**

### ***Legal***

The Bridge toilet is proposed to be on Linz Land and the existing Licence to Occupy has expired. A new Licence to Occupy is currently being developed.

### ***Financial***

Council will carry forward approximately \$430,000 for this project into the next financial year.

The Bridge toilet at this stage is unfunded. Council is working with the Canterbury Region Councils in a submission to Central Government. Canterbury Councils have identified the new and additional toilet facilities as the number 1 priority with a proposed allocation of \$405,500. The result of this funding request is unknown at this stage but this would resolve the budget issue.

<b>Location</b>	<b>Budget available</b>	<b>Expected Cost</b>
Tekapo main toilet	\$430,000	\$490,000
Bridge toilet		\$290,000
Lakeside Drive (2017/18)	\$ 365,000	Unknown

In the event of the funding not coming through the options remain available to reallocate the Lakeside Drive toilet funding. Council has allocated budget for the main toilets but insufficient for the entire works.

### **Other**

There is a 5 month lead time at this point to delivery of these units. If Council wishes to proceed with these units we need to move now to have the units up and running prior to Christmas.

### **ASSESSMENT OF OPTIONS:**

Doing nothing is not considered to be a viable option as there is a Community expectation and an urgent community need to be resolved by the replacement of the main toilets.

Proceeding immediately with main toilet is a safe option as we have budget and tenure over the land.

The advantage of proceeding immediately with the second toilet by the bridge is the economy of scale gaining a cost advantage of doing all the work at the same time. The risks are around the funding coming through and access and ownership of the land where they are proposed to be located.

Proceeding with the main toilets and following with the bridge toilets seems like the safe option due to the unknown funding and land access arrangements.

### **CONCLUSION:**

It is recommended that Council proceed with Tekapo main toilets immediately and approve the second set subject to funding and land access being confirmed.

## **MACKENZIE DISTRICT COUNCIL**

**REPORT TO:** MACKENZIE DISTRICT COUNCIL

**SUBJECT:** EMERGENCY GENERATOR FOR TEKAPO COMMUNITY CENTRE

**MEETING DATE:** 21 JUNE 2016

**REF:** CIV 1/5

**FROM:** MANAGER – PROJECTS AND ADMINISTRATION

### **PURPOSE OF REPORT:**

For the Council to receive the report and confirm whether or not it will purchase a generator for Lake Tekapo.

### **STAFF RECOMMENDATIONS:**

1. That the report be received.
2. That the Council confirm that a generator is not purchased for the Tekapo Community Centre.

**WAYNE BARNETT**  
**CHIEF EXECUTIVE OFFICER**

## **ATTACHMENTS:**

None.

## **BACKGROUND:**

At the last meeting of the Finance Committee on 9 June 2016, the Committee discussed whether or not it was necessary for the Council to fund a generator to provide back-up electricity supply to the Tekapo Community Centre. The purpose of the generator was to provide power to the building if it was required for use as a Civil Defence Welfare Centre during an emergency event, in the event that there was prolonged disruption to the energy network.

The Committee was advised that Alpine Energy have a portable generator for deployment in Tekapo that is capable of supplying most of the village and can be available within a very short time. Since this equipment has been available the duration of power outages has been significantly reduced in Tekapo.

The Committee resolved '*that the Finance Committee do not purchase a generator for the Tekapo Community Centre at this time, subject to confirmation from Alpine Energy for the use of their generator*'.

Staff have since met with Alpine Energy to discuss the situation regarding their processes and equipment in the event of power outages.

Alpine staff confirm:

- When they have warning of a snowstorm event then they pre-position standby generation at Tekapo and/or Fairlie substations, as per their Standard Operating Procedure.
- To fully deploy the standby generation and connect to the grid takes 4-6 hours.
- They deployed standby generation in Tekapo during the 2015 snow storm. This was not done in 2013 as they did not own standby generators at that time.

If standby generators are not deployed prior to an event (ie if it is not forecast/anticipated), then they advise that they would need to transport a generator to Tekapo, which relies on the road being cleared. This may mean a delay of 4 – 6 hours while a generator is taken to the site. If the outage occurs late in the day then it is possible that power would be out overnight, with a generator being taken up as early as possible the following day.

A Welfare Centre if needed would generally be set up between one and ten hours following an event. Without power the only significant impacts on the operation of the Welfare Centre would be that lighting and heating would not be available. Other activities such as cooking would be unaffected as the systems are gas fuelled.

The availability of a standby generator means that there is a reduced risk of power outages in Tekapo. Staff consider that, given this, the cost of purchasing a generator and maintaining it to an operational standard would exceed the benefit that would be gained.

## **POLICY STATUS:**

N/A

## **SIGNIFICANCE OF DECISION:**

The decision is not considered significant under the Council's Significance and Engagement Policy. There are no cost implications because the amount has already been approved so the decision does not trigger the thresholds in the Policy.

## **OPTIONS:**

Option 1: to confirm the decision not to install a generator at the Community Centre in Tekapo.

Option 2: to decide to install a generator at the Community Centre in Tekapo, as per the 2015/16 Annual Plan and budget.

For the reasons outlined above, Option 1 is preferred.

## **CONSIDERATIONS:**

**Legal:** There are no legal considerations.

**Financial:** The generator has already been budgeted for. The paper seeks final confirmation of the Committee's decision not to purchase and install the generator. This will mean that \$25,000 of the CDEM capital budget will not be spent. If the decision is made to purchase and install the generator, there will be ongoing annual maintenance costs of \$1200 - \$1500.

**Other:** The budget for the generator of \$25,000 is for the current financial year. It is recommended that this not be spent on the purchase of the generator (refer above).

## **CONCLUSION:**

While there is a small risk of power outages at times where events have not been foreseen, staff consider that the cost of purchasing a generator and maintaining it to an operational standard would exceed the benefit that would be gained. This is because the likelihood of prolonged power outages is much reduced with Alpine's backup system now in place.

## **MACKENZIE DISTRICT COUNCIL**

**REPORT TO:** COUNCIL

**SUBJECT:** PROPOSED FEES AND CHARGES FOR 2016/17

**MEETING DATE:** 21 JUNE 2016

**REF:** FIN 4/11

**FROM:** MANAGER – PROJECTS AND ADMINISTRATION  
ON BEHALF OF MANAGERS

### **PURPOSE OF REPORT:**

The purpose of this report is to set fees and charges for Council activities and services for the period 1 July 2016 to 30 June 2017.

### **STAFF RECOMMENDATIONS:**

1. That the report be received.
2. That the attached minutes and recommendations of the Joint Committee on the proposed Food Act fees be received and noted.
3. That the Fees and Charges for the 2016/2017 year attached be adopted.

**WAYNE BARNETT**  
**CHIEF EXECUTIVE OFFICER**

### **ATTACHMENTS:**

- A. Minutes of the Joint Committee Food Act Fees Hearing
- B. Proposed Fees and Charges 2016/2017.

### **BACKGROUND:**

Every year the Council sets its fees and charges for the provision of services. The Council is able to set fees for various activities, in accordance with relevant statutes.

Each Manager has reviewed their fees and charges, and the attached paper sets out proposals for the Council's consideration. The paper also shows the current fees for 2015/16, to allow comparison. Where changes to wording are proposed, these are also shown.

If changes are proposed to certain sets of fees such as those set out in the Resource Management Act or Food Act, the Council must consult with the public using the Special Consultative procedure before setting those fees.

In relation to the Food Act, a joint Committee of Mackenzie, Waimate and Timaru District Councils was established for this purpose, and the proposed fees were consulted on under the Special Consultative Procedure. The recommendations of the Committee who considered the submissions are attached. The Proposed Fees and Charges attached to this meeting paper include their recommended fees.

It is not proposed to change the current fees for Resource Management Act services, so if Council adopts those unchanged then it will not need to consult using the consultative procedure.

### **POLICY STATUS:**

N/A. Various activities and services are funded from user fees and charges, as outlined in the Revenue and Financing Policy.

### **SIGNIFICANCE OF DECISION:**

The decision is not considered significant under the Council's Significance and Engagement Policy.

### **OPTIONS:**

Option 1: to adopt the attached Schedule of Fees and Charges for the 2016/17 year.

Option 2: to amend and adopt a revised Schedule of Fees and Charges for the 2016/17 year. If changes are proposed to the Resource Management Act fees and charges, then the Council will need to resolve to adopt those proposed changes for consultation under the Resource Management Act and Local Government Act.

### **CONSIDERATIONS:**

**Legal:** There are no legal considerations.

**Financial:** The setting of fees and user charges provides part of the Council's funding for its activities.

**Other:** None.

### **CONCLUSION:**

The Council is required to set fees and charges for the 2016/2017 year. The proposed fees are attached for Council's consideration.

## TIMARU, WAIMATE AND MACKENZIE DISTRICT COUNCILS

### MINUTES OF THE FOOD ACT FEES HEARING HELD IN MEETING ROOM 1, DISTRICT COUNCIL BUILDING, KING GEORGE PLACE, TIMARU ON FRIDAY 27 MAY 2016 AT 10AM

#### PRESENT

##### **Timaru District Council**

Clr Tony Brien (Chairperson) and Clr Peter Burt

##### **Mackenzie District Council**

Clr Graham Smith and Clr Noel Jackson

##### **Waimate District Council**

Clrs Sharyn Cain and Sheila Paul

#### IN ATTENDANCE

Timaru District Council - Environmental Services Manager (Paul Cooper), Corporate Planning Manager (Mark Low), Corporate Planner (Ann Fitzgerald), Ian Shaw (Director Food and Health Standards Ltd)(for public part of meeting), Council Secretary (Joanne Brownie)

#### FOOD ACT FEES

##### **1 APPOINTMENT OF CHAIRPERSON**

Nominations were called for the position of Chairperson of the Committee.

Proposed Clr Burt

Seconded Clr Jackson

“That Clr Brien be appointed Chairperson of the Food Act Fees Hearing.”

There being no further nominations the motion was CARRIED, Clr Brien was declared chairperson and took the chair.

##### **2 WELCOME AND INTRODUCTIONS**

Clr Brien welcomed everyone to the meeting and the panel and officers introduced themselves.

##### **3 FOOD ACT FEES**

###### **Verbal Submissions**

The following submitters spoke in support of their written submissions, providing further background to their submissions –

Tracy Johnson - Designer Cakes, Felicity Gabites – JustEatCake, Rene Bullock – The Naked Chip, Rene Bullock – on behalf of Point Bush Estates Ltd.

###### **Written Submissions**

The following written submissions were received –

Timaru Boys High School Thomas House, Red Lunch Box, Mount Cook Hotel Collection, Moreh Home, St Andrews Diner, Temuka Rugby Football Club and Makikihi Country Hotel & Hospitality Services Ltd.



The Committee acknowledged the concerns raised by submitters and confirmed that it understands the differences in the scale of food operators and the complexities of the situation. However the responsibility is largely out of councils' control, having been passed on to local authorities by central government.

### **Summary of Issues**

The Committee concluded that the main issues arising from the submissions are:

- It seems a duplication of systems to require databases of food operators to be kept regionally rather than centralised nationally
- Registered food operators should be required to display their compliance certificates at their premises (as per past practice)
- The Government should have been clear as to which premises would fall under the new legislation, before causing distress to operators who do not necessarily fall under the new legislation
- There is concern from small operators that there is not enough differentiation for lower risk activities
- Some food operators are concerned at the proposed fees and the apparent lack of justification, transparency and stepping of fees
- Operators are concerned at the effect the legislation will have on their businesses
- The costs involved in registration, compliance and monitoring will possibly increase the number of unregistered food operators.
- As the implementation of the Act proceeds local authorities will gain a better understanding of the situation for going forward.

### **Submission to Ministry for Primary Industries**

The Committee agreed to send a letter to the Ministry of Primary Industries submitting that –

- Registration of food providers should be undertaken via a nationally centralised system, not regionally, as registering per region duplicates the registration system and ultimately increases costs for local authorities and food operators
- Display of the compliance certificate should be compulsory
- The government should have been certain as to which food premises would fall under the legislation, before it implemented the new Food Act.

## **4 EXCLUSION OF THE PUBLIC**

Proposed Clr Cain  
Seconded Clr Burt

“That the Committee resolves to exclude the public on the grounds contained in Section 48(1) of the Local Government Official Information and Meetings Act:

### **Environmental Health Contractual Services**

Section 7(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.”

MOTION CARRIED

Ian Shaw retired from the meeting.

## 5 READMITTANCE OF THE PUBLIC

Proposed Clr Cain  
Seconded Clr Smith

“That the public be readmitted to the meeting.”

MOTION CARRIED

Ian Shaw returned to the meeting.

## 6 DECISIONS

The Committee reviewed the fee structure set out in the Statement of Proposal, taking into account the concerns raised by both oral and written submitters.

Proposed Clr Burt  
Seconded Clr Jackson

“That the final set of Food Act 2014 fees be recommended to the Timaru, Waimate and Mackenzie District Councils for adoption, subject to –

- 1 “That for new registration fees, any additional hours over and above the first hour, be charged in ½ hour increments at \$75 per half hour.
- 2 That the travel charges be zone based as per the Statement of Proposal.
- 3 That the verification charge be based on a 2 hourly rate as per the Statement of Proposal, and any additional hours over the first two hours be charged at 30 minute increments at \$75 per half hour.
- 4 That a policy be investigated in 12 months time, and if appropriate based on the evidence, be developed to implement a tiered system of verification to reflect any significant savings to Council presented by low risk food businesses.
- 5 That it be recommended to Councils that display of the compliance certificate should be compulsory in food premises.”

MOTION CARRIED

The Chairperson thanked the committee members and officers for their work.

The meeting concluded at 1.15pm.

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Chairperson



# Mackenzie District Council

## Proposed Fees and Charges 2016/2017



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## Asset Management

	Current fees 2015/2016	Proposed fees 2016/17
On-cost for all chargeable private works carried out by Councils contractor	15%	15%
Inspections / re-inspection (per inspection)	N/a	\$175.00

## Water Supply

	Current fees 2015/2016	Proposed fees 2016/17
Tanker load of water	\$1.20/m <sup>3</sup>	1.50/m <sup>3</sup>

## Water Supply by the Meter (Minimum Annual Fees)

	Current fees 2015/2016	Proposed fees 2016/17
Inspections / re-inspection (per inspection)	N/a	\$175.00
Fairlie	70c/m <sup>3</sup> (1 <sup>st</sup> 700m <sup>3</sup> free)	75c
Tekapo	70c/m <sup>3</sup> (1 <sup>st</sup> 700m <sup>3</sup> free)	75c
Twizel	70c/m <sup>3</sup> (1 <sup>st</sup> 1400m <sup>3</sup> free)	75c
Burkes Pass	70c/m <sup>3</sup> (1 <sup>st</sup> 700m <sup>3</sup> free)	75c
Meter Special read outside of the normal cycle (including Final reading)	\$40.00	\$60.00
Water meter testing fee (On-site) (if requested by the consumer and not found faulty)	\$60.00	\$100.00
Water connection	Actual cost + 15%	N/a
Back flow installation	Actual cost + 15%	N/a
Back flow testing	Actual cost + 15%	N/a
Right to withdraw from fire hydrant	\$50.00 pa	\$60.00
Restrictor Change (Quick Fill) Charges in lieu of Urban Water Supply Rates for part of the year	N/a	Actual +15%

Connections to one of the four urban community water schemes listed in the current annual plan where a targeted rate for both infrastructure and treatment would apply and a rate cannot be levied for that supply, a charge will be made equal to the current infrastructure and treatment rate on a pro rata basis for the number of months remaining in the financial year.

The appropriate water rates will be charged as a targeted rate in the properties rates invoice from the following year onwards.

## Foul Sewer

	Current fees 2015/2016	Proposed fees 2016/17
Inspections / re-inspection (per inspection)	N/a	\$175.00
Septic tank/holding tank to oxidation pond	\$4.50/m <sup>3</sup>	\$4.60/m <sup>3</sup>

Charges in lieu of Urban Rates for part of the year.

Connections to one of the four urban sewerage schemes listed in the current Annual Plan where a targeted rate for both infrastructure and treatment would apply and a rate cannot be levied for that supply a charge will be made equal to the current infrastructure and treatment rate on a pro rata basis for the number of months remaining in the financial year. The appropriate sewerage rates will be charged as a targeted rate in the properties rates invoice from the following year onwards.

## Roading and Footpaths

	<b>Current Fees 2015/2016</b>	<b>Proposed fees 2016/17</b>
<b>Subdivision Inspection and Approval Charges for assets to vest or be constructed on legal road.</b>		
Total construction cost less than \$10,000	\$300.00	\$500.00
Total construction cost greater than \$10,000	2% of the value of the complete works	2% of the value of the complete works
Road Inspections - hourly rate	\$89.00 + \$0.72/km	\$0
Inspections / re-inspection (per inspection)	N/a	\$175
Vehicle Crossing Application	N/a	\$25.00
- If Inspection Required	N/a	\$175
Temporary road closure costs	\$53.00	\$60.00 + disbursements
Temporary road closure costs – late applications	N/a	Base fee + \$150.00
Road Occupation Fee	\$89.00+advert.costs	\$90.00+disbursements
Over Weight Permit	\$158.00	\$160 + disbursements
Footpath occupation (incl Market Place)	\$50.00	\$0
Hoarding/Footpath Occupation	\$16/m <sup>2</sup> /year \$11/lin m/month	\$18/m <sup>2</sup> /year \$12/lin m/month
<b>Corridor Access Requests (CAR):</b>		
Major (includes all works within road carriageway) application	N/a	\$350.00
Minor (less than 5 metres and outside of road carriageway) application	N/a	\$25.00
Project Work application	N/a	At Cost
Copy of RAPID Rural Numbering /register, following official information request	\$155.00	N/a.

## Solid Waste

1 July 2016 to 30 June 2017

### Charges for off-loading of waste by the public as a Resource Recovery Park

#### Refuse

	Current fees 2015/16	Proposed fees 2016/17
Refuse Per Cubic Metre	\$80.00	\$80.00
Organics Minimum Charge	\$5.00	\$6.00
Mattress – Single	\$15.00	\$18.00
Mattress – Double	\$28.00	\$30.00

#### Green Waste

	Current fees 2015/16	Proposed fees 2016/17
Green waste per cubic metre	\$18.00	\$20.00
Green waste Minimum Charge	\$3.00	\$6.00

#### Clean Fill

	Current fees 2015/16	Proposed fees 2016/17
Clean fill per cubic metre	\$25.00	\$28.00
Clean fill Minimum Charge	\$25.00	\$28.00

#### Car Body

	Current fees 2015/16	Proposed fees 2016/17
Car Body	\$50.00	\$50.00

#### Recyclable Materials

	Current fees 2015/16	Proposed fees 2016/17
Computer	\$12.00	\$12.00
TV (if recycled)	\$10.00	\$50.00
Whiteware – per item	\$20.00	\$22.00
Recycling per cubic metre	\$9.00	\$10.00
Recycling minimum charge	\$3.00	\$5.00
E-Waste including desktop pc's and servers, laptops, UPS, small appliances such as drills, alarm clocks, phones, cameras, DVD and VCR players, stereo systems, stereo speakers (per unit)	N/a	\$5.00
E-Waste including vacuum cleaners, microwaves, heaters	N/a	\$8.00
E-Waste including keyboards, mice, GPS units, digital cameras, cell phones, modems, switches, small computer speakers	N/a	No charge



## Tyres

	<b>Current fees 2015/16</b>	<b>Proposed fees 2016/17</b>
Car Tyres – per tyre	\$5.00	\$8.00
4WD Tyres – per tyre	\$8.00	\$0
Truck Tyres – per tyre	\$20.00	\$20.00
Tractor Tyres – per tyre	\$30.00	\$30.00

## Asbestos

	<b>Current fees 2015/16</b>	<b>Proposed fees 2016/17</b>
Purchase and disposal of 1m <sup>3</sup> Hazibag	N/a	\$199.30
Purchase and disposal of 1.5m <sup>3</sup> Hazibag	N/a	\$407.90
Purchase and disposal of 3m <sup>3</sup> Hazibag	N/a	\$685.90

## Purchase of Council Approved Refuse Bags

	<b>Current fees 2015/16</b>	<b>Proposed fees 2016/17</b>
Clear bag for clean recyclables	\$0.80 each	\$1.00
Black/green bag for rubbish	\$2.00 each	\$2.50

Please note where official and compliant Council bags are brought to a Resource Recovery Park, no further charges will be incurred. The exception will be if recycle or bags are found to be contaminated, these will be charged for at the gate as residual waste.

Charges in lieu of Solid Waste Rates for part of the year.

New dwellings completed during the year will be charged by invoice for the equivalent rates that would have been charged for the Solid Waste Rate on a pro-rata basis for the number of months remaining in the financial year. Solid Waste Rates will be charged as a targeted rate in the Properties Rates invoice from the following year onwards.

## Building Consents

From 1 July 2016 to 30 June 2017

It is Council policy to recover all fair and reasonable costs associated with processing of applications, administration, supervision and monitoring of building consents in accordance with Section 219 of the Building Act 2004.

### Building Consents

	Current fees 2015/2016	Proposed fees 2016/17
<b>Lodgement and Administration</b> (includes building consent application, record maintenance)	No Lodgement Fee	
<b>Technical Processing</b> (under the Building Code and MDC alternative solutions technical manuals and planning check under the District Plan)	Building Control Officer \$120.00/hr Building Manager \$150.00/hr Administration Officer \$40.00/hr	No change
<b>Administration</b>		<b>\$40.00/hr (no change)</b>
<b>Inspections</b>	\$180.00 per inspection for minor projects. Major projects at scheduled staff rates and mileage at \$0.77/km	No change
<b>Amended Plans</b>	At scheduled staff rates	No change
<b>Amendments to Building Consents</b>	At scheduled staff rates	No change
<b>Solid Fuel Fire</b>	\$300.00 (total fee including admin, PIM and CCC)	No change
<b>Demolition</b>	\$105.00	No change
<b>Code Compliance Certificate</b>	\$80.00	No change
<b>Waivers and Modifications</b>	At scheduled staff rates	No change

### Other Charges

	Current fees 2015/2016	Proposed fees 2016/17
<b>PIM – Minor Work</b> (includes glasshouses, pergolas, garden sheds, small additions and garages)	\$100.00 (deposit)	<b>At scheduled staff rates</b>
<b>PIM – Major Work</b> (dwellings, alterations/additions, commercial work, industrial work)	\$350.00 (deposit)	
<b>Extra Inspections</b> (non-compliance with building requirements, including inspection for Notice to Rectify)	\$180.00 plus travel expenses	No change
<b>Notice to Fix – Base Charge</b> (further costs may be incurred depending time taken to process the Notice to Fix)	At scheduled staff rates	No change
<b>NZ Fire Service Section 46 Notice</b>	At scheduled staff rates	No change
<b>Statistical Returns</b>	\$125.00 per year	No change
<b>Fencing of Swimming Pool Exemption</b>	At scheduled staff rates	No change
<b>Certificate Under Sale and Supply of Alcohol Act 2012</b> (includes inspection)	\$80.00	\$150.00
<b>Change of Use/Extension of Life</b>	At scheduled staff rates	No change
<b>Waivers and Modifications</b>	At scheduled staff rates	No change
<b>Section 73 Certificate</b> (building on land subject to natural hazard)	\$155.00 deposit plus scheduled staff rates	No change

	<b>Current fees 2015/2016</b>	<b>Proposed fees 2016/17</b>
<b>Section 77 Certificate</b> (build on two or more allotments)	<del>\$155.00 deposit plus</del> scheduled staff rates	No change
<b>Marquees</b>	\$120.00 + inspection fees	No change
<b>Warrant of Fitness</b> (at time of application for building consent)	\$250.00	No change
<b>Warrant of Fitness</b> (audit of annual warrant of fitness)	\$55.00 admin plus inspection based on scheduled staff rates	No change
<b>Certificate of Acceptance</b>	<del>\$300.00 deposit plus</del> scheduled staff rates	No change

## Compliance Schedules

	<b>Current fees 2015/2016</b>	<b>Proposed fees 2016/17</b>
<b>Annual Schedule</b>	\$120.00	No change
<b>New Compliance Schedule</b>	\$220.00	No change

## Other Fees and Levies

A building research levy of \$1.02 for each \$1,000.00 (or part thereof) and a Ministry of Housing Building levy of \$2.01 per \$1,000.00 (or part thereof) of the total value of all buildings of \$20,000.00 or more must be added to the consent fees scheduled above.

A Building Consent Accreditation fee of \$1.02 per \$1,000.00 (or part thereof) of work over the amount of \$20,000.00 must be added to the consent fees scheduled above.

## General

Due to the nature and complexity of some applications (e.g. multi-complex units and multi store commercial developments) a dedicated job cost centre for the project will be developed and all actual and reasonable charges will be levied to the applicant. This includes mileage charged at a rate of 72 cents/km and staff time charged out in the schedule of fees.

Cancelled Work- Refunds may be approved on fees for cancelled work and subject to Council retaining actual and reasonable costs e.g. inspection fees will be able to be refunded where not required.

## Important Note

All building consents received by the Council will be receipted. An assessment for processing the application, including the number of inspections required to be carried out to ensure compliance with the Act and Building Code will be made at that stage. A schedule of charges will be made and an invoice generated. The building consent will not be issued until the schedule of charges have been paid to the Council.

## Dog Control Fees

	Current fees 2015/16	Proposed fees 2016/17
Non-working dog	\$65.00	No change
Neutered dog	\$40.00	No change
Working dog	\$15.00	No change
Menacing dog	\$85.00	No change

A **Penalty Fee for late registrations** will be imposed after 1 August of 50% of the appropriate fee.

### For those owners with SOP status the fees are as follows

	Current fees 2015/2016	Proposed fees 2016/17
Neutered domestic dog	\$40.00	No change
Domestic dog	\$40.00	No change
Working dog	\$15.00	No change
Menacing dog	\$85.00	No change

All known owners will be forwarded an account for registration of their dog(s) during July. All dogs of three months or more must be registered by the due date of **31 July**.

### Impound Fees

	Current fees 2015/16	Proposed fees 2016/17
First impound	\$80.00	No change
Additional impound of same dog	\$130.00	No change
Daily pound fee	\$15.00	No change

To be imposed once on impound and once every 24 hours thereafter.

### Call-Out Fees

A call-out fee of \$60.00 will apply and be charged to the owner of a dog that has been identified wandering or causing a minor nuisance. This fee may be imposed over and above any infringement fine that Council may issue.

Registration fees can be made in instalments up to 31 July.

Fees can be paid at:

Mackenzie District Council  
53 Main Street  
FAIRLIE

Mackenzie District Council  
Twizel Service Centre  
Market Place, TWIZEL

### Stock Control

	Current fees 2015/16	Proposed fees 2016/17
Call-out for wandering stock	\$60.00	No change
Call-out for wandering stock- second offence (within any 12 month period)	\$120.00	No change
Call-out for wandering stock- third offence (within any 12 month period)	\$200.00	No change

## Environmental Health

### *Environmental Health applications for the period 1 July 2016 to 30 June 2017*

It is Council policy to recover all fair and reasonable costs associated with processing of applications, administration, supervision and monitoring of Environmental Health services in accordance with Section 7 of the Health (Registration of Premises) Regulations 1966.

	<b>Current fees 2015/2016</b>	<b>Proposed fees 2016/17</b>
Food Premises (including Mobile Shop food premises)	\$250.00	No change
<del>Food Safety Programmes/Food Control Plans</del>	<del>\$250.00 plus \$150/hr</del>	N/a – refer Food Act fees below
Camping Ground Registration	\$250.00	No change
Hairdressers	\$150.00	No change
<b><u>Mobile Shops and Traders Licence</u></b>		<b><u>\$150.00 (new fee)</u></b>
Offensive Trade	\$150.00	No change
Transfer Fee	\$100.00	No change
Re-inspection Fee	At cost plus mileage	No change

## Food Act

### Food Act 2014 fees and charges for the period 1 July 2016 to 30 June 2017

<b>(1) New Registration</b>	
Food Control Plan (FCP) – single site	\$150 fixed fee plus \$75 per half hour after the first hour
FCP – multi site	\$225 fixed fee plus \$75 per half hour after the first hour
National Programme (NP)	\$150 fixed fee plus \$75 per half hour after the first hour
Consultancy (optional) - new business set up assistance/preopening visit	\$150 per hour
FCP Mentoring (optional)	\$300 fixed fee
<b>(2) Registration Renewal</b>	
12 month renewal - FCPs single site	\$150 fixed fee
12 month renewals - FCPs multi site	\$225 fixed fee
24 month renewals - NPs	\$200 fixed fee
FCP Mentoring	\$300 fixed fee
<b>(3) Compliance and Monitoring</b>	
FCP – annual <i>(incl those FCPs registered before 1 March 2016)</i>	\$75 fixed fee
NP – 24 month	\$150 fixed fee
<b>(4) Verification (Audit)</b>	
FCP – single site audit	\$300 fixed fee plus \$75 per half hour after the first 2 hours
FCP – multi site audit	\$300 fixed fee plus \$75 per half hour after the first 2 hours
FCP Audit close-out over 15 minutes	\$150 per hour
NP1 Check (one-off)	\$150 per hour
NP2 Audit – 3 yearly	\$150 per hour
NP3 Audit – 2 yearly	\$150 per hour
<b>(5) Complaint driven investigation</b>	
Complaint resulting in issue of improvement notice by Food Safety Officer and its review	\$150 per hour plus actual travel costs and disbursements
<b>(6) Exemption</b>	
Application & Assessment	\$150 per hour
<b>(7) Travel Charges (applied to the fees above as appropriate)</b>	
Zone 2 (Mackenzie District Council)	\$55 fixed charge per visit
Actual Travel Costs	Where applicable, charged at 85cents per km plus staff travel time at \$150 per hour

## Resource Management

1 July 2016 to 30 June 2017

It is Council policy to recover all fair and reasonable costs associated with processing of applications for resource consents, administration, supervision and monitoring of resource consents in accordance with section 36 of the Resource Management Act 1991.

### Project

*(moved to LGOIMA charges at end of document)*

	<b>Current fees 2015/16</b>
Land information memorandum (LIM)	\$295

### Subdivision

	<b>Current fees 2015/16</b>	<b>Proposed fees 2016/17</b>
Subdivision Consent - less than 5 additional lots	\$600.00 (deposit)	No change
Subdivision Consent - more than 5 additional lots	\$1,230.00 (deposit)	No change
S223 - (individual application)	\$300.00 (deposit)	No change
S223 & S224 - combined application or individual S224	\$450.00 (deposit)	No change
S226	\$400.00 (deposit)	No change
Lapsing period extension	\$400.00 (deposit)	No change

### Land Use

	<b>Current fees 2015/16</b>	<b>Proposed fees 2016/17</b>
Alteration to heritage building	No charge	No change
Controlled activity	\$450.00 (deposit)	No change
Restricted discretionary activity	\$450.00 (deposit)	No change
Discretionary activity	\$450.00 (deposit)	No change
Non-complying activity	\$850.00 (deposit)	No change

### Fees Applying to all Planning Applications

	<b>Current fees 2015/16</b>	<b>Proposed fees 2016/17</b>
Administration (this is included in the deposit fee for each application)	\$155.00	No change
Public notification (where required)	\$2,500.00 (deposit)	No change
Hearing fee (where required)	\$3,000.00 (deposit)	No change

### Plan Changes

	<b>Current fees 2015/16</b>	<b>Proposed fees 2016/17</b>
District Plan change	\$7,500.00 (deposit)	No change

## Other Applications

	Current fees 2015/16	Proposed fees 2016/17
Designation	\$3,000.00 (deposit)	No change
Outline plan approval	\$400.00(deposit)	No change
Outline plan waiver	\$250.00 (deposit)	No change
Certificate of compliance	\$450.00 (deposit)	No change
Certificate of existing use	\$450.00 (deposit)	No change
Change or cancellation of conditions	\$450.00 (deposit)	No change
Section 348 LGA 1974-ROW's	\$450.00 (deposit)	No change

## Financial Contributions

Council, under its Revenue & Financing Policy, levies Financial Contributions. These contributions are levied for water, sewer and stormwater and are paid when new sections are created.

The formula used to calculate the contributions is:

$$\frac{V+L}{R}$$

Where: **V** = Latest independent valuation of the water supply/sewerage system/stormwater system plus the value of any capital additions made since that time and less the value of depreciation charged since the date of the valuation.

**L** = Capital reserve balance with water supply/sewerage system/stormwater system as at 1 July each year. (The reserve may be in funds or overdrawn resulting in a positive or negative balance.)

**R** = Number of connectable properties (or properties for stormwater) contributing to the asset as at 1 July each year.

## Schedule of Financial Contributions

Utility	Sum Payable (excl GST)	Proposed fees 2016/17
Water	\$4,288	\$5,748
Sewer	\$3,706	\$4,116
Stormwater	\$1,039	\$1,199

## Cost Recovery

The application fees scheduled here are only deposit fees. If costs are incurred over and above the deposit fee the Council will recover all actual and reasonable charges. This includes mileage charged at a rate of \$0.72/km and staff time charged out at the scheduled rates below.

## Monitoring

Council policy is to recover all fair and reasonable costs associated with compliance checks on consent conditions in accordance with section 36 of the Resource Management Act

Issuing an Abatement Notice \$310.00

**Noise Monitoring and Noise Complaints:** Responding to noise complaints is charged at \$95.00 per call-out (based on one hour minimum). If response time exceeds one hour added costs will be incurred.



## Staff Charge-Out Rates

	<b>Current fees 2015/16</b>	<b>Proposed fees 2016/17</b>
Planning Officer	\$95.00/hr	No change
Planning Manager	\$150.00/hr	No change
Engineering Officer	\$95.00/hr	No change
Engineering Manager	\$150.00/hr	No change

## Council Hearings Panel

	<b>Current fees 2015/16</b>	<b>Proposed fees 2016/17</b>
Hearing Fee	\$2,000.00	No change
Chair	\$100.00 per hearing hour	No change
Member	\$80.00 per hearing hour (set by remuneration authority)	No change

## Independent Commissioners

	<b>Current fees 2015/16</b>	<b>Proposed fees 2016/17</b>
Independent Commissioners	\$1,230.00/day (not more than)	No change

## Consultants

	<b>Current fees 2015/16</b>	<b>Proposed fees 2016/17</b>
Planning Consultant	\$155.00/hr (not more than)	No change
Engineering Consultant	\$205.00/hr (not more than)	No change
Legal Advice	\$355.00/hr (not more than)	No change

## Liquor Licencing and Gambling Act

1 July 2016 to 30 June 2017

### On/Off Licence and Club Licence

Category	Current fees 2015/16	Proposed fees 2016/17
Very low	\$368.00	No change
Low	\$609.50	No change
Medium	\$816.50	No change
High	\$1,023.50	No change
Very High	\$1,207.50	No change

### Special Licence Fees

	Current fees 2015/16	Proposed fees 2016/17
<b>Class 3:</b> one or two small events	\$63.25	No change
<b>Class 2:</b> three to twelve small events, or one to three medium events	\$207.00	No change
<b>Class 1:</b> one large event, more than three medium events, more than twelve small events	\$575.00	No change

### Annual Licence Fees

Category	Current fees 2015/16	Proposed fees 2016/17
Very low	\$172.50	No change
Low	\$391.00	No change
Medium	\$632.50	No change
High	\$1,035.00	No change
Very High	\$1,437.50	No change

### Other Application Fees

	Current fees 2015/16	Proposed fees 2016/17
Managers Certificate application and renewals	\$316.25	No change
Temporary Authority	\$296.70	No change
Temporary Licence	\$296.70	No change
Appeal to ARLA (paid to ARLA)	\$517.50	No change
Extract of Register	\$57.50	No change
Permanent Club Charter	\$632.50	No change
Gambling Act Consent	\$250 (deposit)	No change

## Cemeteries

*From 1 July 2016 to 30 June 2017*

	<b>Current Interment Fee</b>	<b>Proposed fees 2016/17</b>	<b>Current Plot Fee</b>	<b>Proposed fees 2016/17</b>
Adult	\$1,200.00	\$1,224.00	\$512.00	\$522.00
Child	\$605.00	\$617.00	\$512.00	\$522.00
Ashes	\$210.00	\$214.00	\$512.00	\$522.00
Stillborn	\$210.00	\$214.00	\$512.00	\$522.00
RSA Ashes	\$210.00	\$214.00	No charge	
RSA Burial	\$1,200.00	\$1,224.00	No charge	
Designated ash area (Fairlie and Twizel only)	\$210.00	\$214.00	\$344.00	\$351.00
Ash beam & plinth fee	\$210.00	\$214.00		
Lawn beam fee	\$87.00	\$89.00		
Tekapo – Burial	\$1,226.00	\$1,250.00	\$1,200.00	\$1,224.00
Tekapo – Ash	\$210.00	\$214.00	\$614.00	\$626.00
Weekend and Public Holidays additional fee	\$291.00	\$297.00		

## Hall and Venue Hire

1 July 2016 to 30 June 2017

<b>Stadium</b>	<b>Rate per hour</b>	<b>Proposed fees 2016/17</b>
Local user (and any non-profit organisation)	\$20.00	\$20.50
Set up charge	\$7.50	\$7.50
Regular user*	\$16.00	\$16.50
Stadium Heating (per unit)	\$20.00	\$20.50
Commercial function**, hourly rate plus heating	\$50.00	\$51.00
Commercial set up fee	\$13.00	\$13.00
Hall hire bond	\$65.00	\$200.00

<b>Theatre (seats 180)</b>	<b>Rate per hour</b>	<b>Proposed fees 2016/17</b>
Local user (and any non-profit organisation)	\$16.50	\$17.00
Set up cost per hour	\$7.20	\$7.50
Regular user	\$13.80	\$14.00
Commercial function	\$37.00	\$40.00
Theatre heating (per unit)	\$20.00	\$20.50

<b>Kitchen</b>	<b>Rate per hour</b>	<b>Proposed fees 2016/17</b>
Kitchen Hire	\$16.00	\$16.50
Morning, afternoon teas, suppers etc. where only zip and fridge is used	\$8.00	\$10.00

<b>Meeting Rooms</b>	<b>Rate per hour</b>	<b>Proposed fees 2016/17</b>
Upstairs Meeting Room	\$9.00	\$9.00
Hire Lounge (includes tea making facilities and power consumption)	\$13.50	\$14.0
Lounge Hire Regular User	\$10.50	\$11.00

## Miscellaneous Hire Items

Crockery available without charge (not to be removed from the centre).

<b>Furniture (Each)</b>	<b>Current fees 2015/16</b>	<b>Proposed fees 2016/17</b>
Hire of chairs	\$1.50	\$1.50
Hire of forms	\$2.50	\$2.50
Hire of tables	\$12.00	\$12.50
Furniture bond per 10 items	\$50.00	\$50.00
Hire of piano (per performance)	\$26.50	\$26.50

\* Regular user: user with 20 or more pre-bookings

\*\* Commercial business rates: rates for people getting profit from hiring the hall

**NOTE:** If furniture is required in the complex, it is not available for hire.

	<b>Current fees 2015/16</b>
<b>Lighting Equipment</b>	
Per unit	\$10.70
Per unit per day (14 units, blown bulbs must be replaced)	\$1.50
	<b>Current fees 2015/16</b>
Hire of audio visual system per occasion (minimum two hours)	\$16.40
Hire of amplifier and speaker system per occasion	\$20.40

## Lake Tekapo Community Hall

	Local	Proposed fees 2016/17	Non-Local Commercial	Proposed fees 2016/17
Community Board Room morning or afternoon or evening	\$16.00/hr	\$ 17.00	\$32.00/hr	\$ 34.00
Main Hall morning or afternoon or evening ( <i>Kitchen for cup of tea/coffee per use, zip and mugs – included in Board Room hire</i> )	\$16.00/hr	\$ 17.00	\$32.00/hr	\$ 34.00
Kitchen for catering use includes ranges, crockery and cutlery	\$27.00/hr	\$ 28.00	\$54.00/hr	\$ 55.00
Use of whole complex (wedding/ball/conference), hall, kitchen and board room included (inclusive of set up and clean up fee)	\$357.00/day	No longer available	\$800.00/day	No longer available
Daily Rate for Whole Complex (per day)		\$150.00		\$300.00
Setting up/decorating/cleaning, day before and after	\$50.00/day		\$100.00/day	
Per hour Hall Hire (whole complex)	\$43.00	\$40.00	\$87.00	\$85.00
<b>For use away from the complex</b>	<b>Each per day</b>			
Furniture: Tables				
Furniture: Chairs				

**NOTE:** 10 % discount for regular bookings, 8 or more consecutive bookings

## Twizel Events Centre

	Casual per hour	Half day 8am-12pm	Full day 8am-5pm	Day & Evening 8am-11pm	Evening 5pm-11pm	Proposed fees 2016/17
<b>Sports Hall</b>						
Local	\$22.00	N/A	N/A	N/A	N/A	\$22.50
Commercial	\$32.00	N/A	N/A	N/A	N/A	\$33.00
<b>Theatre</b>						
Local	\$22.50	N/A	N/A	N/A	N/A	\$23.00
Commercial	\$41.00	N/A	N/A	N/A	N/A	\$42.00
<b>Community Room with Kitchen</b>						
Local	\$17.50	N/A	N/A	N/A	N/A	\$18.00
Commercial	\$53.00	N/A	N/A	N/A	N/A	\$54.00

**NOTE:**

- 10% discount for four hours or more in one block

- 10% discount for regular users – 20 times or more per season

## Gymnasium

	<u>Current fees 2015/2016</u>
Casual	\$7.00 per session \$14.00 per weekend plus \$25 bond for swipe card
Members	\$15.00 per month \$45 three months \$40 per month family membership (children over 16)

## Squash

	<u>Current fees 2015/2016</u>	<u>Proposed fees 2016/17</u>
Membership	\$55.00 per annum (includes \$25 individual swipe card bond)	\$60.00
Casual use	\$7.00 per court plus \$25 bond for swipe card	\$10.00

### NOTES:

- \$1 coin in the meter will give players 15 minutes of lighting.
- Lighting for both courts is run on a meter system regardless of whether you are a member or casual user.

## Pensioner Housing

**1 July 2016 to 30 June 2017**

Target Weekly Rental	<u>Current fees Single Unit</u>	<u>Proposed fees 2016/17</u>	<u>Current fees Double Unit</u>	<u>Proposed fees 2016/17</u>
Fairlie	\$124.00	\$126.00	\$160.00	\$165.00
Twizel	\$124.00	\$126.00	\$160.00	\$165.00
Single person in double unit - Fairlie			\$142.00	\$145.00
Single person in double unit - Twizel			\$142.00	\$145.00

## General

New tenants moving into Pensioner Housing from 19 April will automatically pay the above target weekly rentals. The existing tenants have not yet reached these weekly rentals and Council have agreed that the weekly rental for existing tenants will increase by a maximum of \$5.00 per week, per annum until such time as they reach the target weekly rentals. The \$5.00 increases will be effective from 1 July 2011.

Council has set its policy that the target Pensioner Housing weekly rentals will be at market rates less 20%, and that the weekly rental charged at any given time will not exceed one third of the weekly National Superannuation.

## Swimming Pools

### Strathconan Swimming Pool

	<b>Current fees 2015/16</b>	<b>Proposed fees 2016/17</b>
Adult	\$3.80	\$4.00
Child (under 18 years)	\$2.70	\$3.00
Pre-Schooler	\$1.00	\$1.00
Adult Concession Ticket (12 swims)	\$38.00	\$40.00
Child Concession Ticket (12 swims)	\$27.00	\$30.00
Adult Season Ticket	\$147.00	\$150.00
Child Season Ticket	\$97.00	\$100.00
Family Season Ticket	\$195.00	\$200.00
School Use	\$15.30	\$15.60
Private Hire, 1 lifeguard (per hour)	\$62.00	\$65.00
Private Hire, 2 lifeguards (per hour)	\$92.00	\$97.50

### Twizel Swimming Pool

	<b>Current fees 2015/16</b>	<b>Proposed fees 2016/17</b>
Adult Session	\$3.80	\$4.00
Child Session	\$2.80	\$3.00
Preschool Session	\$1.00	\$1.00
Adult Concession Ticket	\$38.00	\$40.00
Child Concession Ticket	\$28.00	\$30.00
Adult Season Pass	\$148.00	\$150.00
Child Season Pass	\$97.00	\$100.00
Family Pass	\$194.00	\$200.00
School Usage	\$15.50	\$16.00
Private use per hour, Structured session including one lifeguard	\$60.00	\$70.00
Private use per hour, play session including two lifeguards	\$90.00	\$105.00

## Geographic Information Services

*Printed GIS maps – 1 July 2016 to 30 June 2017*

Customised by GIS staff, the charges listed below are for printing only. Additional charges may apply where the time to customise exceeds five minutes, then the hourly rate below applies after the first five minutes.

### GIS Staff

	<b>Current fees 2015/2016</b>	<b>Proposed fees 2016/17</b>
GIS staff hourly rate	\$90.00	No change

### With Aerial Photography

	<b>Current fees 2015/16</b>	<b>Proposed fees 2016/17</b>
A0 paper	\$12.00	No change
A1 paper	\$8.50	No change
A2 paper	\$6.00	No change
A3 paper	\$4.00	No change
A4 paper	\$2.00	No change

### No Aerial photography

	<b>Current fees 2015/16</b>	<b>Proposed fees 2016/17</b>
A0 paper	\$10.00	No change
A1 paper	\$6.50	No change
A2 paper	\$4.50	No change
A3 paper	\$2.50	No change
A4 paper	\$1.00	No change

**NOTE:** all printing is in colour.

### GIS Aerial Photography

	<b>Current fees 2015/2016</b>	<b>Proposed fees 2016/17</b>
Fully referenced – per title	\$75.00	No change
Non-referenced (CD ROM or emailed JPEG file restricted to 5 hectares for urban areas and 1/2km <sup>2</sup> for rural areas).	\$12.00	No change



## Miscellaneous Sales and Services

1 July 2016 to 30 June 2017

### Photocopying

<b>Black and White Copies</b>	<b>Current fees 2015/16</b>	<b>Proposed fees 2016/17</b>
A4 single sided	\$1.00	No change
A4 S/S greater than 100	\$0.50	No change
A4 double sided	\$1.20	No change
A4 D/S greater than 100	\$0.70	No change
A3 single sided	\$1.50	No change
A3 double sided	\$1.70	No change
A2 single sided Plan copying	\$6.00	No change
A1 single sided Plan copying	\$8.00	No change
A0 single sided Plan copying	\$10.00	No change
Card add extra	\$0.50	No change

  

<b>Colour Copies</b>	<b>Current fees 2015/16</b>	<b>Proposed fees 2016/17</b>
A4 single sided	\$2.50	No change
A4 double sided	\$3.50	No change
A3 single sided	\$4.50	No change
A3 double sided	\$6.00	No change

### Faxes

<b>Sending a Fax (Per Page)</b>	<b>fees 2015/16</b>
Nationally	\$1.00
Internationally	\$2.00
Receiving a fax	\$0.50

### Valuation Roll Enquiries

	<b>Current fees 2015/16</b>	<b>Proposed fees 2016/17</b>
Abstracts from Rating Rolls – paper copy	\$92.00 per town	No change

## Information Services

### Local Government Official Information and Meetings Act charges

Specific Requests for copies of records or information held under the **Local Government** Official Information and Meetings Act 1987:

- ~~Charges will be fixed on individual requests taking into account the cost of labour and materials involved in making the information available and any costs included as a result of the applicant seeking the information be available urgently.~~
- **Staff time:** The first ~~fifteen~~ **30** minutes of any request will be at no charge. **After the first 30 minutes in responding to a request, staff time will be charged out at the following rates:**
  - **\$40.00 per hour for Administration staff**
  - **\$150.00 per hour for Management staff**
- **Copying: The first 20 A4 black and white pages will be provided at no charge. Copying will be charged out thereafter at the normal rate applicable. All other copying will be charged at the applicable rate.**
- **All other charges incurred shall be fixed at an amount that recovers the actual costs involved. This includes:**
  - **Producing a document by computer, USB or other like equipment;**
  - **Reproducing a film, video or audio recording;**
  - **Arranging for a requestor to hear or view an audio or visual recording.**

**In accordance with s13(4) of the Act, the Council may require that the whole or any part of any charge be paid in advance.**

	<b>Current fees 2015/16</b>	<b>Proposed fees 2016/17</b>
<b><u>Land Information Memorandums (LIMs):</u></b>	\$295	No change

- While Council has made every effort to provide an accurate and exhaustive Schedule of Fees and Charges, if any errors and/or omissions are identified, Council reserves the right to vary and/or introduce fees and charges at its discretion.

# Alps 2 Ocean Quarterly Report

January 1st - March 31st, 2016



Jason Menard  
Marketing & Sales Officer  
Alps 2 Ocean Cycle Trail  
6/5/16  
[marketing@alps2ocean.com](mailto:marketing@alps2ocean.com)

## Recommendation

That this report be received.

## Construction Overview

The Kurow to Duntroon section of the trail will be formally handed over to Tourism Waitaki in the next week or two once an extension to the Waikaura bridge hand rail has been completed. Temporary signs were recently installed to close the trail for the opening of duck shooting weekend.



Construction of the cycle trail through Enfield is now complete. The 33m bridge across the Waiareka Creek was craned into place last week and the bridge will be open for public use this weekend. This section of trail was funded by the Otago Community Trust and it gives us more or less continuous off-road trail between Oamaru and Windsor Road.

Negotiations are ongoing with respect to the trail between Sailors Cutting and Benmore (17.3km) and investigations are continuing regarding the best route between Aviemore Dam and Kurow. Several track enhancements are also underway, including safety barriers and surface upgrades. These are part funded by MBIE and will be completed by the end of the month.





## Operational Overview

The following tables detail the current operational positions of A2O. The tables reflect the key organizational indicators of track users, booking engine performance, and total partners.

Objective	Measurement Tool	KPI Goal	Current Position
Booking Engine	Volume of bookings through the engine	<ol style="list-style-type: none"> <li>1. Engine established</li> <li>2. \$22,087 in net revenue</li> <li>3. 50% of trail users using booking engine</li> </ol>	Enquiries come through, then slow in the processing stage. We are working to resolve this as soon as possible. We have made progress with adding bookable product using a key partner as a test subject for this functionality. We will be introducing bookable product to all partners in the coming months. It is planned to have every aspect of the trip bookable on our website, including: flights, helicopters, luggage transfer, cycle hire, activities and more.
Partner Programme	Total number of partners	200 paid partners by 30 June 2016.	Currently 143 partners. There are 107 standard official partners, 32 gold partners, 2 commercial partner, and 2 trail guardians. Our focus is not limited to numbers of partners, but rather on delivering better value and working closely with those who are prepared to capitalize on the cycling market. We are currently working on commercial and guardian agreements with a number of partners.
Events	Special events	<ol style="list-style-type: none"> <li>1. Events take place</li> <li>2. High attendance by local and national dignitaries</li> <li>3. Consistent track usage as shown by track counts</li> <li>4. Total patronage</li> </ol>	<p>There was an opening for the Kurow to Duntroon section on January 13th. There was an opening for the Lake Tekapo alternative route on January 27th.</p> <p>The Pioneer 7-day race took place from Jan 31st - Feb 6th and utilised several portions of the A2O and had over 250 participants. Jan 31st - Feb 6th.</p>



## Official Partners

The number of partners has consolidate over the last 12 months. As the operators become more confident, and the use of the trail becomes more apparent, we are working to customize the partnership relationships between A2O and operators.

We have therefore introduced the following tiers in order to broaden the partner programme and make it more responsive to the needs of the operators: Gold Partner, Corporate Sponsors, Trail Guardians, Commercial Partners, and Concession Partners. These agreements offer a variety of benefits, including limited use of A2O IP, enhanced marketing opportunities, and operator forums. This new-tiered system is currently being implemented, and its impact is beginning to flow through the financial performance of the organisation, with further impact expected in the fourth quarter of this financial year.

Overall commercial activity along the trail is increasing, with anecdotal evidence supporting cyclist-related increases in food and drink sales, bed nights, and attraction attendance. More robust data collection is being developed for future years.

## Users Per Month

We are getting a clearer picture of user volumes and timings. Lincoln University have finished their survey of trail users during December, February & April. Once we receive their findings it helps us gain a clearer understanding of who is using the trail, and how (single day, multi-day, work commute, etc.). The table below illustrates the trail counter data for 2016. There was an issue with the Mt Cook counter during Feb/Mar, this will be replaced with a new counter on June 1st when the counters are next downloaded.

		2016											
Section	Counter Location	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Alt. Route	Lake Tekapo	543	680	635									
Section 1	Aoraki/Mt Cook	94											
Section 1	Jollie Carpark	267	400										
Section 2	Lake Pukaki	796	589	792									
Section 2	Pukaki Flats	660	771	762									
Section 3	Ohau Weir	387	439	513									
Section 4	Lake Ohau Lodge	1,008	842	1,161									
Section 4	Omarama	281	196	362									
Section 5	Sailors Cutting	1,132	664	915									
Section 7	Otiake River		277	540									
Section 8	Tunnel Road	140	144	343									
Section 8	Saleyards Road	2,820	2,977	2,524									

## Business Plan Overview<sup>1</sup>

The table below shows revenue strength in the partner programme, while the booking engine remains behind projections. The vast majority of the users are multi-night users. Work is now underway to raise the percentage of users on the trail using the booking engine. To assist with this, efforts are underway to broaden the booking engine to include all bookable products from official partners.

	Total Bookings	Multi Night Bookings		No. of Nights	Avg Per Night
Jan	2,877.00	2,111.00	73.37%	13	162.34
Feb	1,676.00	360.00	21.48%	2	180.00
Mar	1,788.00	0.00	0.00%	0	0
<b>TOTAL</b>	<b>6,341.00</b>	<b>2,471.00</b>		<b>15</b>	<b>342.34</b>

Key Revenue Streams	2015/16 Budget	2015/16 Actual <sup>2</sup>	Comment
Events	\$10,000	\$0	Scotts Alps 2 Ocean charity ride took place from November 11 <sup>th</sup> - 14 <sup>th</sup> . There were other trail events during January and February, though they were managed and run by independent companies and individuals.
Sponsorship/Guardians/Commercial/Concession	\$15,000	\$16,500	We continue working on sponsors for various aspects of the trail. This aspect of the partner program continues to look promising.
Official Partners	\$49,700	\$47,355	There remain a few outstanding partners, and there is scope for further partners to be signed prior to the end of the year.
Booking Engine	\$39,174	\$1,752	Revenue will be realized when services are paid out.
Merchandise	\$43,929	\$2,411	There will be a significant push to promote this via our newsletter and social media channels. The new brochures feature a page promoting A2O branded merchandise. Our intention is to use our website to promote sales through trail partners. The figures reported in the business plan are gross sale figures; those reported are the profit on sales after the cost of sales has been removed.
<b>TOTAL</b>	<b>\$157,803</b>	<b>\$68,018</b>	

<sup>1</sup> Table taken from A2O business Plan document, produced in 2012. The figures do not include Council contributions, and indicates gross revenue for each stream.

<sup>2</sup> Figures as at 31 January 2016.



## Financial Overview

The following outlines the financial activity through March 2016. The capital costs relate to ongoing booking engine development:

	Quarter	YTD	Forecast 30 June 2016
Revenue			
WDC	\$ 25,000	\$ 75,000	\$ 100,000
MDC	\$ 25,000	\$ 75,000	\$ 100,000
Other Revenue	\$ <u>34,974</u>	\$ <u>65,735</u>	\$ <u>91,635</u>
TOTAL	\$ <u>84,974</u>	\$ <u>215,735</u>	\$ <u>291,635</u>
Operational Expenses:	\$ 104,507	\$ 244,216	\$ 333,048
TOTAL	\$ <u>104,507</u>	\$ <u>244,216</u>	\$ <u>333,048</u>
Surplus/(loss):	\$ (19,533)	\$ (28,481)	\$ (41,413)
Capital Expenses:	\$ <u>0</u>	\$ <u>26,435</u>	\$ 26,435

## Activity Overview

The following activities are planned for the next quarter:

1. Continued expansion of the booking engine, including the adding of more bookable items.
2. Attend the tourism rendezvous (TRENZ) in Rotorua during May.
3. Send out concession contracts to all commercial operators on the trail.
4. Ongoing consultation with landowners regarding access for proposed off-road trail.
5. Adding km markers and town names to sections, making it easier for cyclists and support vehicles to navigate the trail. These will be rolled out as trail guardians are signed up. We have the km marker signs ready to install on Section 8, Duntroon to Oamaru. The trail guardian for this section is Whitestone Cheese.

## Summary

TWL remains focused on continued development of the booking engine, the expansion of the partner programme, national and international media coverage, and the further development of events and sponsorship revenue streams. We are also assisting with decisions around the expansion of the off-road sections of trail. The current financial position remains stable. Increasing the volume of users on the trail and their conversion into direct revenue remains our core priority. Through the end of the March quarter we show a loss of (28,481) before capital items, and are forecasting a loss of (41,413) against a budgeted loss of (51,050) for the full year to 30 June 2016 before capital items. This result is due in large part to constrained spending (forecast 333,048 against a budget of 369,050).

# **MACKENZIE DISTRICT COUNCIL**

**REPORT TO:** MACKENZIE DISTRICT COUNCIL  
**SUBJECT:** DISPOSAL OF SURPLUS FAIRLIE RURAL FIRE TANKER  
**MEETING DATE:** 21 JUNE 2016  
**REF:** LAN 14/4  
**FROM:** NATHAN HOLE, PLANNING & REGULATIONS MANAGER

## **PURPOSE OF REPORT:**

For Council to consider the disposal of the surplus rural fire tanker.

## **STAFF RECOMMENDATIONS:**

1. That the report be received; and
2. That Council resolves to sell the surplus Fairlie rural fire tanker to the Department of Conservation for \$10,000 plus GST.

**WAYNE BARNETT**  
**CHIEF EXECUTIVE OFFICER**

## **ATTACHMENTS:**

No Attachments

## **BACKGROUND:**

The Fairlie rural fire tanker was replaced during the financial year. The old tanker is now surplus and can be sold.

Mackenzie District is now part of Mid-South Canterbury Rural Fire District, which also now includes land managed by the Department of Conservation (DoC).

DoC has agreed to fund the purchase of the Fairlie tanker for the Rural Fire District to be based in Twizel.

Rob Hands, Principal Rural Fire Officer is recommending that the tanker be sold to DoC for \$10,000 + GST, which is based on the market value of the tanker.

## **POLICY STATUS:**

N/A

## **SIGNIFICANCE OF DECISION:**

The vehicle is not a strategic asset and does not trigger the Council's Significance and Engagement Policy.

## **ISSUES & OPTIONS:**

1. The normal means of selling surplus tankers is through Turners Auctions, or
2. The tanker could be sold for the same market value as that is likely to be achieved through an auction sale, to be used within other areas of the Rural Fire District.

## **CONSIDERATIONS:**

### ***Legal***

There are no legal issues with either option

### ***Financial***

Option 2 is financially neutral compared to the usual auction method.

## **ASSESSMENT OF OPTIONS:**

Option 2 is Rob Hands recommended option. This will aid with the development and resourcing of the newly formed Mid-South Canterbury Rural Fire District that now includes DoC land. DoC has agreed provide some funding to assist with the purchase of a tanker to complement the existing MDC tanker in Twizel.

## **CONCLUSION:**

It is recommended that Council support selling the surplus Fairlie Tanker to DoC as it is a cost neutral decision and will support Rob Hands' management and integration of DoC lands into Mid-South Canterbury Rural Fire District.

# MACKENZIE DISTRICT COUNCIL

**REPORT TO:** MACKENZIE DISTRICT COUNCIL

**SUBJECT:** COMMON SEAL AND AUTHORISED SIGNATURES

**MEETING DATE:** 21 JUNE 2016

**FROM:** COMMITTEE CLERK

**ENDORSED BY:** CHIEF EXECUTIVE OFFICER

## **PURPOSE OF REPORT:**

To advise of the documents signed under the Common Seal from 9 February 2016 to 24 May 2016.

## **STAFF RECOMMENDATIONS:**

1. That the report be received.
2. That the affixing of the Common Seal to documents 820 to 829 be endorsed.

Number	Detail of Document	Date Signed & Sealed
820	Deed of Lease between Mackenzie District Council and Andrew Hugh Holmwood and Megan Heather Munro-Holmwood for Part of RES 2441 BLK iX Pareora SD – Gravel Reserve 1894 PAGE 374	11 February 2016
821	Deed of Lease between Mackenzie District Council and Andrew Hugh Holmwood and Megan Heather Munro-Holmwood for Part of LOT 2 DP58000 ROSEWILL SETT BLK XII OPA WA SD BLK IX PAREORA SD.	11 February 2016
822	Sale Lot 1 Tekapo Town Centre from Mackenzie District Council to Foodstuffs (South Island) Properties Limited.	18 March 2016
823	Sale Lot 6 (as shown on Aurecon map) sale and purchase agreement between Mackenzie District Council to Coldwater Properties Ltd.	18 March 2016
824	Deed of Lease between Mackenzie District Council and John Gerrit Robert Wieldraayer and Mary-Jane Frances Gilbert for Fairlie Holiday Park	21 March 2016
825	Deed of Lease between Mackenzie District Council and Craig Charles Barrie and Leigh Christie Barrie and VIP Trustee Services Limited for Hut Site No 27 Lake Alexandrina Outlet Settlement.	29 February 2016
826	Mackenzie District Council Contract No 1227 document. Twizel Water Supply – Reservoir Relining and Cover	

- 827 Mackenzie District Council agreement for Sale and Purchase of Lot & as shown on  
Aurecon Plan to Zermatt Holdings Limited 30 March 2016
- 828 Mackenzie District Council agreement to Construct and Lease Garages at Twizel. Twizel – Tekapo  
Communities Vehicle Trust. 17 May 2016
- 829 Public Corporate Client Authority and Instruction for an Electronic Transaction  
Between Mackenzie District Council and Anderson Lloyd Lawyers. 24 May 2016

**KERI-ANN LITTLE**  
**COMMITTEE CLERK**

**WAYNE BARNETT**  
**CHIEF EXECUTIVE OFFICER**

## MACKENZIE DISTRICT COUNCIL

**REPORT TO:** MACKENZIE DISTRICT COUNCIL  
**FROM:** CHIEF EXECUTIVE OFFICER  
**SUBJECT:** COMMUNITY BOARD RECOMMENDATIONS  
**MEETING DATE:** 21 JUNE 2016

### **PURPOSE OF REPORT:**

To consider the recommendations made by community boards.

### **RECOMMENDATIONS:**

1. That the report be received.

#### TWIZEL COMMUNITY BOARD:

2. That Council **notes** the following resolution regarding a request for support from the Twizel Heritage Group Plane Tables in Market Place:

Resolved: that the Twizel Community Board support the project while also requesting to sight the plans and concept drawings when available before the projects starts.

**Chair/ Bruce White**

3. That Council **notes** the following resolution regarding the two Meridian Energy donated Defibrillators for the Twizel Community:

Resolved: that the Twizel Community Board support the installation of 2 defibrillators into the Community and that the Twizel Community Board provide the funding for installation.

**Pat Shuker/ Phil Rive**

4. That the Council **notes** the following resolution made in support of the Twizel Community hosting the Goldfields Cavalcade:

Resolved: that the Twizel Community Board approach the Twizel Promotions and Development Association (TPDA) to investigate the possibility of holding the Goldfields Cavalcade with the assistance of the Community Board.

**Cr Armstrong/ Pat Shuker**

5. That the Council **notes** the application for funding approved for Zak Baikie regarding his selection for a Pathway to Podium – Snow Sports NZ Programme:

Resolved: that the Twizel Community Board grant Zak Baikie \$500.00.

**Cr Armstrong/ Pat Shuker**

## TEKAPO COMMUNITY BOARD:

1. That council **notes** the following resolution regarding the revised fees and charges for the Tekapo Community Hall for 2016/2017:

Resolved:

1. That the Tekapo Community Board recommends to Council the revised fees and charges schedule be adopted.
2. That the local user charge be dropped and be replaced by community user charges.

**Lyn Martin/ Stella Sweeney**

2. That council **notes** the following resolution regarding an application for funding for the Ian Simpson Fundraiser:

Resolved: that the Tekapo Community Board grant Mrs Staley \$405.00 to cover costs of tables and chairs hire from the Fairlie Community Centre for the Ian Simpson Fundraiser. The Tekapo Community Board suggest if tables and chairs are available from the Tekapo Community Hall these be used in the first instance.

**Lyn Martin/ Stella Sweeney**

3. That council **notes** the following resolution the proposed biking and walking track at Lake Alexandrina:

Resolved That the Tekapo Community Board support the idea of the proposed bike and walk track at Lake Alexandrina.

**Stella Sweeney/ Chair**

## FAIRLIE COMMUNITY BOARD:

1. That council **notes** the following resolution regarding the Fairlie 150 Years Celebrations:

Resolved: That the Fairlie Community Board support the Fairlie 150 Years Committee's grant application to the Council and recommend a 50% share cost arrangement with Council. The Fairlie Community Board are happy to discuss the grant application and funding with Council.

**Chair/ Les Blacklock**

2. That council **notes** the following resolution regarding investigations of costing for a new oven to replace the existing oven in the Fairlie Community Centre kitchen:

Resolved: That the Community Board ask Mr Nixon to investigate costing for replacement of the existing oven in the Fairlie Community Centre Kitchen.

**Chair/ Les Blacklock**

3. That council **notes** the following resolution regarding adoption of the revised fees and charges for Fairlie Community Facilities for 2016/2017:

Resolved: That the Fairlie Community Board adopt the revised Fees and Charges for Fairlie Community Facilities for 2016/2017 as proposed.

**Warren Barker/ Les Blacklock**

4. That council **notes** the following resolution regarding reviewing the grants policy, criteria and application form:

Resolved:

1. That the Fairlie Community Board recommend to Council a review of the grant policy, application form and criteria.

**Trish Willis/ Les Blacklock**

5. That council **notes** the following resolution regarding the Eversley Reserve petition:

Resolved: that the Fairlie Community Board request that the matters raised by Eversley Reserve Residents be included in the next Long Term Plan amendment process;

1. To supply the Reserve with sufficient water pressure to provide adequate firefighting facilities in accordance with the council urban fire plan.
2. To tar seal the metal roadways in The Reserve to alleviate the chronic dust problems and for the safety of road users.

**Warren Barker/ Trish Willis**

6. That council **notes** the following resolution regarding the application for a traders license to sell wooden toys, greeting cards and other handmade crafts on the Fairlie Village Green:

Resolved: that the Fairlie Community Board support the sale of Wooden Toys, Greeting Cards and other Handmade Crafts and recommend a license period of 12 months with a review at the expiry of the 12 months. The Fairlie Community Board ultimately leave all decisions and approval to the Planning and Regulations Manager.

**Les Blacklock/ Noel Jackson**

7. That council **notes** the following resolution regarding Fairlie Bridge Cub request:

Resolved: that Fairlie Bridge Club are continued to be charged for the use of the Community Centre Lounge facilities at the regular user rate.

**Cr Jackson/ Warren Barker**

**ATTACHMENTS:**

The minutes of the meetings of the community boards.

**BACKGROUND:**

The community boards have made a number of decisions for council to note and/or consider.

**POLICY STATUS:**

N/A

**SIGNIFICANCE OF DECISIONS REQUESTED:**

No significant decisions are required.



## **CONSIDERATIONS:**

The Council delegated a range of authorities to staff and other organisations on 14 June 2005 when it also confirmed that it did not need to make any specific delegations to Community Boards to have them better perform their role.

This policy was amended on November 5, 2010, when the Council resolved to delegate to the Fairlie, Tekapo and Twizel Community Boards, the following responsibilities:

- The ability to consider requests from local organizations for financial assistance in the form of grants, where budget exists for such matters and subject to no one grant exceeding \$1,000.
- The ability to appoint local representatives to organizations within the community board area and other organizations where local representation is requested.
- The ability to authorize, within approved budgets, board members' attendance at relevant conferences and/or training courses.
- The ability to provide or withhold affected persons approval for planning applications on land adjoining Council owned land within the community board area.
- The ability to approve routine changes in policy affecting locally funded facilities within the community board area.

In the absence of delegated authority to the Community Boards on other matters, the Council has the opportunity to note and consider the issues raised and matters promoted on behalf of the Townships by their Boards and to endorse them where appropriate.

**WAYNE BARNETT**  
**CHIEF EXECUTIVE OFFICER**

# MACKENZIE DISTRICT COUNCIL

## MINUTES OF A MEETING OF THE TWIZEL COMMUNITY BOARD HELD IN THE TWIZEL EVENTS CENTRE ON MONDAY 30 MAY 2016 AT 3PM

### PRESENT:

John Bishop (Chair)  
Pat Shuker  
Phil Rive  
Bruce White  
Cr Russell Armstrong

### IN ATTENDANCE:

Garth Nixon, Community Facilities Manager  
Angie Taylor, Solid Waste Manager/Twizel Township Supervisor  
Keri-Ann Little, Committee Secretary  
Daisy Hudson, Timaru Herald Reporter  
Amy Lamb, Community Development Worker  
Rick Ramsay, Twizel Heritage Group  
2 Members of the public

### OPENING:

The Chair welcomed everyone to the meeting.

### APOLOGIES:

Apologies were received from The Mayor, Chief Executive Officer and Finance Manager

**Cr Armstrong/ Bruce White**

### DECLARATIONS OF INTEREST:

There were no declarations of interest.

### MINUTES:

Resolved that the minutes of the meeting of the Twizel Community Board held on March 7 2016, be confirmed and adopted as the correct record of the meeting, including such parts as were taken with the public excluded.

**Cr Armstrong/ Phil Rive**

### *General Business arising from the minutes:*

Mrs Shuker asked for an update regarding section clean up from Mr Hocken.

Mr Nixon informed the Board that he had spoken to Mr Hocken regarding the clean-up required and he will undertake the works when the weather conditions allow.

The Chair confirmed an outdoor seat supplied by Murray Sisson of Weka an Outdoor Furniture will be delivered within six weeks' time and cemented to the old rubbish bin site outside the Events Centre.

The Board enquired why the rubbish bins had not been relocated. Mr Nixon said this will take place this week.

Mr Nixon said he will follow up on progress of the removal of speed bumps on North West Arch with Mr Haar, Asset Manager.

## **MATTERS UNDER ACTION AND PROJECTS REPORT:**

1. **Ohau Road and Ostler Road:** Mr Rive will meet with the Asset Department to receive their input on certain restrictions. No date set yet.
2. **Greenway Improvements:** Mr Nixon reported the greenways have been prepped and now await warmer weather for sealing.
3. **New grassed parking area behind Events Centre:** Mr Nixon said this project has started and will continue as the weather allows.
4. **Mobile Shops and Traders:** The Community Board resolved to use the area opposite the Aspen Court, just along from the medical centre, for itinerant traders, providing Council staff can make it work. This will happen from next season onwards. Discussion was held on the reasons for choosing this area.

**Projects Report:** Mr Nixon reported that there is not a lot of change but that he is expecting invoices for preparation work on the greenway works and Events Centre.

## **REPORTS:**

### **FINANCIAL REPORT TO APRIL 2016:**

The purpose of this report was to update Board members on the financial performance of the Twizel Community as a whole for the period to April, 2016.

Resolved that the report be received.

**Chair/ Phil Rive**

Mr Nixon spoke to the report providing commentary on any significant variances.

## **VISITORS:**

The Chair welcomed Rick Ramsay from the Twizel Heritage Group and Amy Lamb, Community Development worker to the meeting.

## **GENERAL BUSINESS:**

### **TWIZEL HERITAGE GROUP PLANE TABLES IN MARKET PLACE:**

The Chair invited Mr Ramsay to speak to his agenda item, plane tables in Market Place, on page 25 of the agenda. Mr Ramsay informed the Board that The Twizel Heritage Group have been investigating a Heritage Trail around Twizel. He said part of this is identification of the original power project shops in the shopping centre and Hall sites.

Attached to Mr Ramsay's paper was a list of the first shops in Twizel, first owners and a map of Market Place.

Mr Ramsay added that this was a provisional request and at an early stage. He said these would be stainless steel engraved plane tables which people would stand in the middle of to read with perhaps one facing east, south and the third facing the top end of town. Mr Ramsay was open to suggestions from the Community Board regarding location ideas.

The community board were in agreeance regarding their support of the project and look forward to viewing the concept plans.

Resolved that the Twizel Community Board support the project while also requesting to sight the plans and concept drawings when available before the project starts.

**Chair/ Bruce White**

The Chair thanked Mr Ramsay for his attendance. Mr Ramsay left the meeting at 3:18pm

#### EMERGENCY EVENTS TEAM:

At the invitation of the Chair Amy Lamb spoke to the Board stating she will now be providing frequent feedback to the Community Board and communicating with the Community on development and projects that are being undertaken in Twizel.

Mrs Lamb reported that an Emergency Events Team will be formed in Twizel with the purpose of supplying door knocking and general assistance to vulnerable community members in an Emergency Event. Mrs Lamb clarified that this Team would not replace Civil Defence operations but instead provide assistance before a Civil Defence Event was declared.

Mrs Lamb added that this would be a volunteer service at the request of the Police or Fire Brigade.

#### SITES FOR TWO DEFIBRILLATORS:

Mrs Lamb informed the Board of the donation of two defibrillators from Meridian Energy to be installed around the Twizel Township. She said St John's had agreed to provide the required annual maintenance to the defibrillators free of charge and Mrs Lamb asked that the Community Board decide on two locations and fund the installation.

The Chair suggested a defibrillator be located at the information centre and the other in the foyer at the Events Centre. He said more discussion was required which would take place at the conclusion of the meeting.

Resolved that the Twizel Community Board support the installation of 2 defibrillators into the Community and that the Twizel Community Board provide the funding for installation.

**Pat Shuker/ Phil Rive**

Mrs Lamb at the request of the Chair informed the Board of the Sport Twizel Meeting to be held tonight, May 30<sup>th</sup> at 7pm. She said the purpose of the meeting was to initiate a working group to work with local sporting groups and organisations to offer support, discussion and to assist with challenges they may face while promoting sport, health and the Communities well-being.

The Chair thanked Mrs Lamb for all her great work and she left the meeting at 3:35pm.

#### COMMUNITY FACILITIES FEES AND CHARGES:

The purpose of this report, from the Community Facilities Manager was for the Community Board to review the fees and charges for Twizel Community Facilities for 2016/17.

Mr Nixon highlighted and provided explanations to the increases to the fees and charges schedule.

<b>Twizel Events Centre</b>	<b>Current 2015/16</b>	<b>Proposed 2016/17</b>
<b>Fees</b>		
Casual Hire		
<b>Sports Hall</b>		
Local	\$22.00	\$ 22.50
Commercial	\$32.00	\$33.00
<b>Theatre</b>		
Local	\$22.50	\$23.00
Commercial	\$41.00	\$42.00
<b>Community Room with Kitchen</b>		
Local	\$17.50	\$18.00
Commercial	\$53.00	\$54.00
Kitchen only		
Local		\$16.00
Commercial		\$32.00
10 % Discount for 4 hours or more in one block		
10 % Regular user (20 times or more) per season		

	<b>Current 2015/16</b>	<b>Proposed 2016/17</b>
<b>Twizel Swimming</b>		
<b>Pool</b>		
Adult Session	\$3.80	\$4.00
Child Session	\$2.80	\$3.00
Preschool Session	\$1.00	\$1.00
Adult Concession	\$38.00	\$40.00
Ticket		
Child Concession	\$28.00	\$30.00
Ticket		
Adult Season Pass	\$148.00	\$150.00
Child Season Pass	\$97.00	\$100.00
Family Pass	\$194.00	\$200.00
School Usage	\$15.50	\$16.00
Private use per	\$60.00	\$70.00
hour, structured		
session including		
one lifeguard		
Private use per	\$90.00	\$105.00
hour, play session		
including two		
lifeguards		

### **Squash:**

Membership - \$60.00 per annum (includes \$25 individual swipe card bond)

Casual use - \$10.00 per court plus \$25 bond for swipe card

\$1 coin in the meter will give players 15 minutes of lighting. Lighting for both courts is run on a meter system regardless of whether you are a member or casual user.

The Twizel Community board resolved the following:

Resolved:

1. That the report be received.

**Phil Rive/ Pat Shuker**

Resolved:

2. That the Twizel Community Board adopt the revised Fees and Charges as proposed for 2016/2017.

**WARD MEMBER'S REPORT:**

Cr Armstrong reported that the Council granted the Hops and Hooves Event \$1,000.

**REPORTS FROM MEMBERS WHO REPRESENT THE COMMUNITY BOARD ON OTHER COMMITTEES:**

There were no reports from members who represent the community board on other committees.

**GENERAL BUSINESS:**

**GOLDFIELDS CAVALCADE:**

The Chair referred to an email he had received from Terry Davis from the Otago Goldfields Heritage Trust accompanied with an example agreement outlining requirements for Twizel to host a Goldfields Cavalcade Event included on page 29 of the agenda.

The Community Board agreed this is a great opportunity.

Mr White suggested the walking track on North West Arch would be a great place to hold this event.

The Chair said that the Twizel Promotions and Development Association (TPDA) would be a great committee to organise the event with the support of the Community Board.

Resolved that the Community Board approach the TPDA to investigate the possibility of holding the Goldfields Cavalcade with the assistance of the Community Board.

**Cr Armstrong/ Pat Shuker**

**APPLICATION FOR FUNDING:**

The Community Facilities Manager spoke to this application of funding received from Penny and Paul Baikie regarding their son Zak Baikie. Mr Nixon highlighted the attached Council grants policy and criteria for funding for the Board's information.

Mr Nixon said a grant application was email to Mrs Baikie for completion but has not been returned.

The Chair expressed his disappointment regarding the outcome of the Hops and Hooves application. He said the Council are not aware of the amount of funds available to the Twizel Community Board Grants Budget nor are Council aware of how many grant applications the Community Board receive. The Chair added that the Community Board consider all applications fairly and thoroughly.

The Chair highlighted the evaluation criteria attached and asked the Community Board to refer to statement two "will the grant *directly* benefit ratepayers/residents in the Mackenzie District. He said in the past the Community Board has not supported individuals. The Chair added that he believes Zak Baikie is a fantastic sportsman but does not want to set a precedence.

Phil Rive stated that he believed the Community Board was the wrong organisation to approach and said he would discuss other options with Mr Baikie regarding other funding sources.

Mr White asked in declining the request does the Council have a list of available funding sources that the Baikie's can approach.

Mr Nixon replied that there are many other avenues the Family can explore for funding.

Resolved that Twizel Community Board decline the grant application received from Penny and Paul Baikie. But give them indication of where they may be able to gain funding.

**Chair/ Phil Rive**

Cr Armstrong and Pat Shuker voted against the motion.

Bruce White abstained from the vote stating he has a conflict of interest with Zak Baikie stating that he in fact teaches Zak Baikie and his Brother and that he is good friends with the Baikie Family.

*The motion was lost.*

Cr Armstrong asked for clarification regarding the grants criteria and guidelines.

Mr Nixon replied that the Board should evaluate by the criteria provided whilst taking into consideration the community benefit.

Phil Rive said he is not against granting the money in principle and that he was simply following the criteria outlined.

Cr Armstrong said Zak Baikie has proven his talent and has won his age group at a National Level and believes a token gesture is required.

The Chair said he is sympathetic to the Family and expense required but was keeping to the criteria.

Resolved that the Twizel Community Board grant Zak Baikie \$500.

**Cr Armstrong/ Pat Shuker**

The decision was unanimous.

#### LETTER OF THANK YOU:

The Chair asked the Board to note the letter of thank you received from the Executive Principal Garth Wynne, Christ's College, Canterbury on behalf of the Rowing Committee for the use of the Twizel Events Centre Kitchen for the preparation and service of all meals to "hungry rowers" during the 2016 rowing season.

#### TRACK MAN-MADE HILL

Bruce White provided the Board with an update on the progress of a meeting he attended along with Wayne Neil from the Twizel Golf Club to discuss the Man-Made Hill track.

Mr White reported that Mr Neil agrees in principle to the track but stated that he will have to present the idea to the Golf Club Committee.

The Chair suggested he and Mr White return to Man-Made Hill to evaluate the area and then approach the Golf Club together. He suggested a price be sought that is more competitive and invited Mr Haar to attend the site visit to contribute his input into logistics etc. Mr White added that he and the Chair would report their progress back to the Community Board at the next meeting.

#### UNSPENT FUNDS:

The Chair aided by the following table spoke to the Board about the best way to disperse of unspent funds:

<b>Name of Project</b>		<b>Cost</b>
Shade Trees x4 for Playground <i>Mr Nixon informed the Board that an approach has been received from the Cancer Society to fund and supply the trees. He said the suggestion for planting is along the northern boundary of the play area.</i>	Pat	\$2,000.00
Improve Garden at Entrance <i>Mr Nixon confirmed the entrance beside the Mackenzie Country Inn.</i>	Steve	\$3,000.00
Remove Large Stones Opposite Office	Elli/Russell	\$3,000.00
Seal Ohau Road Footpath – Track <i>Mr Nixon stated Chip-seal on Ohau Road.</i>	Garth	\$25,000.00
Upgrade Track to Man-made Hill	John/Bruce/Elli	\$25,000.00
10x New Bike Stands <i>Mr Nixon showed an example of the bike stands they Board were in favour of the current design and materials but required feedback regarding height once the stands are in the ground.</i>	Phil/Garth	\$3,000.00
Renew Sign Ohau Road to Man-made Hill <i>Mr Nixon approved the walking track sign to be erected at the cost of \$212.00</i>	Shaun	\$1,000.00
Coloured Concrete to Replace Sand Paths <i>Mr Nixon was asked to gain a quote on concreting the paths.</i>	Garth	\$20,000.00
Seal x3 more Greenways:		
1. Pukaki Place to Mackenzie Street – <i>currently okay to be removed.</i>	?????	
2. Maryburn to Mount Cook Street- <i>work to be carried out.</i>	Bruce	\$35,000.00
3. Mackenzie to Preston Place- <i>work to carried out also.</i>		
	<b>Total:</b>	<b>\$117,000.00</b>

#### Other projects to look at in the future:

- Wi-Fi in the Town Square – *requires more discussion.*
- New Commercial Kitchen for the Events Centre

The Chair stated that he would like to see the work completed before the 30th of September 2016.

Phil Rive suggested the Community Board aim to engage with local contractors when possible.



Cr Armstrong enquired if the water supply to Two Thumb Drive had been restored and also if the lights there were working.

Mr Nixon said he would investigate the current situation at Tw Thumb Drive.

**THERE BEING NO FURTHER BUSINESS  
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 4:38PM**

**CHAIRMAN:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Unconfirmed

**MACKENZIE DISTRICT COUNCIL  
MINUTES OF A MEETING OF THE FAIRLIE COMMUNITY BOARD  
HELD IN THE COUNCIL CHAMBERS, FAIRLIE, ON TUESDAY  
APRIL 26, 2016, AT 5:04PM**

**PRESENT:**

Owen Hunter (Chair)  
Warren Barker  
Les Blacklock  
Trish Willis  
Cr Noel Jackson from 5:07pm

**IN ATTENDANCE:**

Wayne Barnett, Chief Executive Officer  
Garth Nixon, Community Facilities Manager  
Geoff Horler, Utilities Engineer  
Toni Morrison, Projects and Administration Manager  
Keri-Ann Little, Committee Clerk  
Daisy Hudson, Timaru Herald Reporter  
Ann Thomson, Heartlands Fairlie Resource Centre  
Maureen Coll, Fairlie 150 Year Committee  
Kathy Pettengell, Fairlie 150 Year Committee

**OPENING:**

The Chair welcomed everyone to the meeting.

*Public forum:*

At the invitation of the Chair Ann Thomson from the Heartlands Fairlie Resource Centre spoke to the Board regarding the Fairlie 150 Year Celebrations. Ms Thomson said she is requesting a donation of \$5,000.00, financial contribution, from Council not the Fairlie Community Board.

Ms Thomson distributed the 150 Year programme for the Board's information including a grant application. The grant is to fund the Fairlie 150 Year Celebration. Ms Thomson spoke to the programme with assistance from Mrs Coll and Mrs Pettengell.

Ms Thomson added that the Committee has been working for eight months selling aprons and tea towels and would ultimately like to give something back to the Community when the 150 Year Celebration is complete. She suggested a "Fairlie Cemetery" sign for the Fairlie Cemetery donated by the Council could be one way of supporting the celebrations.

Ms Thomson said that the Committee had received funding from the Creative Communities Scheme of \$2,000, towards entertainment to be provided by Cam Scott and a 5 piece band.

Ms Willis asked Ms Thomson for a total estimate of how much the celebrations will cost. Ms Thomson advised that they have sought and received funding at each stage of planning for each project, for the event.

Ms Thomson described the proposal to put 'then and now' photographs up at various key sites around Fairlie, as part of the event. She informed the Board that these would be located in the frames already situated in the town, and that the photographic society had agreed to this.

Mr Barker asked Ms Thomson if the Committee had already applied to Council for funding or a grant. Ms Thomson replied that they had not.

The Chair thanked Ms Thomson and Committee for all their hard work and stated that the Community Board will help in any way possible.

Ms Thomson, Mrs Coll and Mrs Pettengell left the meeting at 5:26pm.

**Resolved:** That the Fairlie Community Board support the Fairlie 150 Years Committee's grant application to the Council and recommend a 50% share cost arrangement with Council. The Fairlie Community Board are happy to discuss the grant application and funding with Council.

**Chair/ Les Blacklock**

#### **APOLOGIES:**

There were no apologies.

#### **DECLARATIONS OF INTEREST:**

Mr Barker expressed a declaration of interest regarding the Eversley Reserve agenda item. Mr Barker notified the Board that he is a resident of the Eversley Reserve.

#### **MINUTES:**

**Resolved** that the minutes of the meeting of the Fairlie Community Board held on Tuesday 26 April 2016 be confirmed and adopted as the correct record.

**Chair/ Les Blacklock**

With the following corrections:

Page 4 – paragraph 3 amend to read: However, there are some complications with the Road Reserve on Regent Street with a stormwater pipe survey in the next 5 years.

Page 8 – add the following: State Highway 79 Entrance: Ms Willis said the Community Board's biggest concern along the SH79 was not outside Stan Taylors but the unstarted planting of the untidy roadside verges along the industrial business area and approaching the Opihi Bridge.

Ms Willis advised that this work was agreed to months ago by the Community Board and that the contract with Whitestone is not being adequately managed by Council staff. She added that the Community Board should not have to keep bringing this and the state of the town gardens up.

Ms Willis reminded Council staff that the Community Board has been repeatedly requesting the same information at every meeting including a database of assets which was requested prior to the last elections, of which has still not been seen.

Ms Willis continued to say that the Community Board has started establishing its own database in the absence of Council providing one as repeatedly requested.

Ms Willis state that this constant berating of staff at Community Board meetings to get jobs completed is wasting members' valuable time with repeated discussion making Community Board meetings long and drawn out.

Page 4 and 5 – Matters under action; add Princess Street Edging and State Highway 8 Tekapo to Fairlie.

## **FAIRLIE COMMUNITY BOARD MATTERS UNDER ACTION AND PROJECTS REPORT:**

- 1. Allandale Bridge Walkway:** Local South Canterbury Division (NZTA) have this on their long term plan list.
- 2. Green Sign and Power Pole in front of Old Library Building:** The Roding Manager progressing the works and Mr Nixon will update Mr Haar on this project when the Roding Manager departs.
- 3. Town Projects:**  
Community Centre maintenance and improvements – to be updated.
- 4. Community Board Asset Database:** The Board asked Mr Nixon to add Domain Gates to the database and he asked board members to compile a list of projects. Mr Nixon advised that this will be carried out at the next Community Board meeting.
- 5. Abley Traffic Report on Regent Street:** The board resolved to place Regent Street improvements on hold until the Transportation Strategy is published.
- 6. Request from Fairlie 150 Years Committee for financial support:** The Community Board have received a request
- 7. Allandale Road Entrance to Towns:** Trish Willis asked for this to be re-added to the list of Matters Under Action.
- 8. Lower North Street Sign:** Mr Barker will follow up with Suzy Ratahi Roding Manager.

**9. Princess Street Edging:**

Mr Nixon reported curbing of Princess Street lawns are ongoing.

**10. State Highway 8 – Tekapo – Fairlie Entrance:**

Mr Nixon reported work is ongoing.

**Projects Budget:**

Mr Nixon reported that the planting outside Dobson's Yard has started and the trees will be topped. He said Alpine Energy have been reminded about these works.

Mr Nixon informed the Board the Shelters for the Fairlie Village Green Tables are on the list of works for Gibson Engineering. He said the area opposite the Four Square is being prepared for replanting and he asked the Community Board for suggestions.

**REPORTS:**

**FAIRLIE COMMUNITY BOARD FINANCIAL ACTIVITY REPORT TO MARCH 2016:**

The Community Facilities Manager provided a financial report for the community board for the period to March 2016, to update the board members on the financial performance of the Fairlie Community as a whole for that period.

Resolved that the report be received.

**Warren Barker/ Cr Jackson**

Ms Willis questioned why the Edith Hut Fund was not recorded separately in the Community Projects Fund as previously requested.

Mr Nixon replied that he had emailed the Community Board the amounts and balances of those reserves, however he will add these into the report for the next meeting.

**COMMUNITY FACILITIES FEES AND CHARGES:**

The purpose of this report from the Community Facilities Manager was to review the fees and charges for Fairlie Community Facilities.

Mr Nixon added that each year the Community Board revises its fees and charges ideally to stay up to date with inflation. This year proposed increases are based on a 2% increase and the number rounded to avoid small change; with such small amounts these adjustments impact on the percentage increase.

Resolved that the report be received.

**Warren Barker/ Les Blacklock**

Cr Jackson suggested the hall charges include the heating cost rather than a separate rate for both.

Mr Nixon replied that the heating of the Stadium and other areas is a big cost. He said that Sports Teams hiring the Stadium do not require heating. He also added that combining the charge would disadvantage summer users. He felt that a separate charge for heating encourages people to only use the heating when necessary.

Cr Jackson asked for clarification on cost of heating per hour.

Mr Nixon replied that this would vary and that he would have to investigate further by assessing metre readings and recent copies of invoices.

Ms Willis stated that she does not believe the Community Centre usage fee should be increased. She said she had received a telephone call from an unhappy user stating the ovens were not working, the fridge was not big enough and there was not a first aid kit available. Ms Willis said that the Community Board had initiated a review of the Community Centre to address these concerns.

Mr Nixon replied that he has been waiting to receive a report regarding the review. He said unless he receives direction from the Community Board he is limited as to what he can do, and noted that it is for the Community Board to make a decision regarding any allocation of funds and services.

Mr Nixon said that he understood Amy Lamb was assisting the Community Board and facilitating the review meetings, he believed that Ms Lamb was reporting back to Ms Willis.

Ms Willis advised that her understanding was that Ms Lamb was liaising with Mr Nixon.

Mr Nixon said that Ms Lamb had reported back to Ms Willis and that Ms Willis was then going to report to the Community Board.

The Chair noted that the oven is working. Ms Willis disagreed, saying that if you speak with the users the ovens are not working.

Mr Nixon said he was present in the Community Centre Kitchen on Thursday and Friday and spoke with the users. He said whilst the user commented that the ovens were too small they did not say they were not working. He said there was a fuse that was not working and an issue with a key but that these were all minor and attended to those.

Ms Willis said it was clear to her from the phone call she received that there were issues.

The Chair said the users did not tell him the ovens were not working, when he attended to fix the fuse problem which he believed had been swapped. He acknowledged the main oven needs to be upgraded, but felt that user charges would need to be increased to receive income to make these improvements.

Mr Blacklock suggested that feedback be sought before a new kitchen would be installed.

Ms Willis noted that there will be an increased usage with the 150 Year Celebrations. The Chair suggested that all that would be required would be an oven upgrade.

Mr Barnett noted that staff require direction from the Community Board as to what is sought. He said that Mr Nixon needs to be informed of the upgrade requirements and he will then be able to gather information on different options and costings for this.

Mr Nixon said a new oven can be purchased within reason and if Council approves this can be funded.

Ms Willis added that something needs to be done, and she felt this was an operational matter.

Mr Nixon disagreed, saying he felt it was a governance issue. He asked that the Community Board give direction on what is required and allocate budget, and he will carry it out.

It was suggested that kitchen users are approached and asked for their feedback when using the oven.

It was decided that there should be an investigation in to options and costings for replacement and upgrading of the oven.

**Resolved:** That the Community Board ask Mr Nixon to investigate costing for replacement of the existing oven in the Fairlie Community Centre Kitchen.

**Chair/ Les Blacklock**

Mr Nixon said the Community Centre is heavily subsidised by the Ratepayers.

Mr Barker asked if a higher bond price should be required for functions where alcohol will be served, to account for extra damage.

Mr Nixon said he is currently investigating health and safety requirements and the ability to charge for inappropriate uses where additional cleaning is required.

<b>Strathconan Pool</b>	2015/16	Proposed 2015-17
Adult Session	\$3.80	\$4.00
Child Session	\$2.70	\$3.00
Preschool Session	\$1.00	\$1.00
Adult Concession Ticket	\$38.00	\$40.00
Child Concession Ticket	\$27.00	\$30.00
Adult Season Pass	\$147.00	\$150.00
Child Season Pass	\$97.00	\$100.00
Family Pass	\$195.00	\$200.00

School Use	\$15.30	\$15.60
Private use per hour, structured session including one lifeguard	\$62.00	65.00
Private use per hour, play session including two lifeguards	\$92.00	\$97.50

**Mackenzie Community Centre**

2015-16

Proposed 2015-17

**Stadium:**

Local user (and any nonprofit organization)	\$20.00	\$20.50
Set up charge (per hour)	\$7.50	\$7.50
Regular user	\$16.00	\$16.50
Stadium heating (per unit)	\$20.00	\$20.50
Commercial function, hourly rate plus heating	\$50.00	\$51.00
Commercial set up fee (per hour)	\$13.00	\$13.00
Hall hire bond	\$65.00	\$200.00

**Theatre: (seats 180 people)**

Local users (and any nonprofit organisation)	\$16.50	\$17.00
Set up cost per hour	\$7.20	\$7.50
Regular user	\$13.80	\$14.00
Commercial function	\$37.00	\$40.00
Theatre heating (per unit)	\$20.00	\$20.50

**Kitchen:**

Kitchen	\$16.00	\$16.50
Morning, afternoon teas, suppers etc where only zip and fridge is used	\$8.00	\$10.00

**Meeting Rooms:**

Upstairs Meeting Room	\$9.00	\$9.00
Hire Lounge (includes tea making facilities and power consumption)	\$13.50	\$14.0
Lounge Hire – Regular user	\$10.50	\$11.00

**Misc Hire Items:**

Crockery available without charge (not to be removed from the Comm Centre)

**Furniture**

Hire of chairs	\$1.50	\$1.50
Hire of forms	\$2.50	\$2.50
Hire of tables	\$12.00	\$12.50
Furniture bond per 10 items	\$50.00	\$50.00





## **GENERAL BUSINESS:**

### **GARDEN CLUB CORRESPONDENCE:**

Community Board Member Trish Willis asked that the email correspondence from the Fairlie Garden Club be included on the agenda on page 34.

Miss Willis approached Mrs Habraken, Convenor, Fairlie Garden Club to assess and suggest improvements for the gardens around the Fairlie Township.

Mrs Habraken and company have assessed and provided feedback to Miss Willis.

The Chair expressed the Community Board's disappointment with Whitestone Contracting's gardening and believes the Community Board needs to start looking at their own dedicated Gardner.

Mr Nixon said that the Community Board was initially asked to specify the level of service they required. He noted that there are small areas of garden which are looking tired, some of which were last updated in 2002 and that need to be freshened up. He reiterated that the Community Board should provide more direction in specifying the level of service they require and in what areas, and he will ensure Whitestone carries that out.

The Chair said he has talked with Whitestone and he is not convinced they are capable of providing the service. He felt that the last time the Community Board had a dedicated Gardner the gardens looked great.

Mr Nixon noted that a number of the gardens are old, and that the large trees will take nourishment from gardens. He said that the tidy up of the gardens is achievable and that the Board must be clear with instructions regarding what they require. He gave the example that the gardens are weed free and but if what the Community Board requires is beddings and flowers under trees, then another level of service is required.

Ms Willis said she realised that the service will not come free. She noted that Schools have caretakers but feels the Town does not receive enough service.

The Chair suggested the Community Board employ someone in the role and advised them of tasks to be completed, with an arrangement for flexible hours. He believes this will be a lot cheaper, however he did note that there would be health and safety requirements.

Mr Nixon reiterated that he needs the Community board to tell him what they would like and then he will work with Whitestone in achieving this.

The Chair noted Ms Willis has worked with the Garden Club and does not believe Whitestones have the ability to do the work. He said he thinks the Community Board need to make a stand. The Chair added his frustration with sprinklers not working and plants dying.

Mr Nixon asked if the Community Board are requesting automatic irrigation throughout the town. The Chair said Whitestones are not turning the sprinkler system on.

Mr Nixon noted that he has seen Whitestone workers watering on a Friday night. He added there are things the Board see and things they do not see. The Community Board asked for the watering system to be fixed. Mr Nixon replied that the watering system is functional and is turned on manually.

Mr Nixon asked the Community Board to outline the standard they expect and he will work from there.

Ms Willis said the Board have discussed this previously and expressed frustration that things are not getting done. She said the Community Board want a dedicated person just to do the gardens.

Mr Barnett stated that the Council have a contract for delivering these services and this is not a matter Council should take lightly in terms of looking to move away from that contract. He said Council should speak with Whitestones in the first instance, but also that the Community Board should discuss what they want to achieve and identify how this will be achieved. He said he does not believe this has been confirmed yet, nor has the level of service the Community Board require been expressed. He added that Council must speak with the existing service provider first and outline the level of service and expectations.

The Chair said the level of service the Community Board requires is the level of service that the town's own Gardner would provide. He reiterated that they had had discussions with Whitestone and he felt they were not Gardeners. He felt a way forward is needed regarding the town's gardens as he believes they are deteriorating.

Mr Blacklock said the Town has made positive changes with a whole new look and now the gardens need to co-exist with this.

Mr Nixon again asked the Community Board to show him what they want and the areas concerned.

Ms Willis stated that basic well-presented gardens is what the Community Board would like. She said that the whole town needs evaluating and assessing.

Mr Barnett suggested that at the next Community Board meeting Mr Nixon presents a report for a way forward. Mr Nixon said he will provide a report with an aerial photograph of the whole town, and provide information on options for upgrading each area and upgrades for the gardens.

Mr Barker enquired when the Whitestone Contract expires. Mr Nixon replied that it expires in two years' time.

The Chair asked if it is possible to update the contract by removing elements of it. Mr Nixon cautioned that if elements or duties were to be removed this may affect Whitestone's ability to carry out the contract as a whole.

Ms Willis stated that ultimately it will be the Community Board's decision to employ a Gardner. Mr Barnett advised the Board that this was not correct; any decision to employ staff is solely the Chief Executive Officer's decision. He noted however that he makes those decisions with consultation.

Mr Nixon expressed his disappointment that he was not involved in the Fairlie Garden Club tour. He said he would have liked to have been involved to discuss ideas and feedback.

The Chair suggested a Community involvement day one day a year was a good option. He said he would like to take the Community with them and keep them informed. Mr Nixon agreed, adding there are many options and ideas that could be considered, such as edible gardens.

Resolved that the report be received.

**Cr Jackson/ Warren Barker**

#### EVERSLEY RESERVE REQUEST:

Included on the agenda was a petition from 24 ratepayers at Eversley Reserve (page 36) asking the Council to urgently consider the following requests:

1. To supply the Reserve with sufficient water pressure to provide adequate firefighting facilities in accordance with the Council urban fire plan.
2. To tar seal the metal roadways in The Reserve to alleviate the chronic dust problems and for safety of road users.

Mr Barker felt that there is no adequate water supply for firefighting at the Eversley Reserve. He said the urban fire plan for Council states that residents are required to be no more than 250 metres away from a fire hydrant.

The Chair noted that the Eversley Reserve is zoned Rural not Urban.

Mr Horler noted that there is no budget in the next 30 years to upgrade the pipe.

Mr Barker said the road needs to be sealed as well.

The Chair noted there is a fire hydrant outside Elizabeth Brian's home At Eversley Reserve.

Cr Jackson stated that one of the big issues is a safety issue with the Musterers Huts residents taking evening walks as there is no lighting and no footpaths. He noted the population has increased and this is just not confined to the Musterers Hut. Cr Jackson also highlighted the serious dust problem.

The Chair noted a massive job would be required to alleviate all of the outlined problems.

Cr Jackson said Council are trying to move Fairlie a head with sellable sections available. He said these would be more attractive with seal to the gate.

The Chair said the current sewerage system would not cope with extra residents.

Mr Horler noted that when the pipe was installed Council approached residents to ask them how many connections they would like and many residents did not ask for extra connections. He said the boundary issue is also of concern which needs to be addressed.

Mr Barnett said the desire to improve the standard of infrastructure poses challenges and implementation costs. For this to be achieved it must be included in the Long Term Plan. He said the next opportunity to do this will be next year.

The Community Board requested Mr Barnett respond in writing to Eversley Reserve residents outlining the process and assuring the residents that investigations will take place.

**Resolved:** that the Fairlie Community Board request that the matters raised by Eversley Reserve Residents be included in the next Long Term Plan amendment process;

1. To supply the Reserve with sufficient water pressure to provide adequate firefighting facilities in accordance with the council urban fire plan.
2. To tar seal the metal roadways in The Reserve to alleviate the chronic dust problems and for the safety of road users.

**Warren Barker/ Trish Willis**

#### LETTER FROM GRAEME AND JANE HURST:

This letter received by the Chair and on page 38 of the agenda was from Mr and Mrs Hurst of Cave applying to sell wooden toys, greeting cards and other handmade crafts on the green between the fire station and the museum and on the grassed area between the main road and the retail outlets.

Ms Morrison spoke to the application, putting in an apology on behalf of Nathan Hole, Planning and Regulations Manager who could not be present. Ms Morrison said Mr Hole was seeking the Community Boards feedback regarding the application for a trader's licence before he made a decision whether to approve the application. . She advised that Mr Hole felt that the grass area in front of the Firestation may be appropriate for the activity, and that a short term of 6-12 months with a review period should be considered.

Mr Blacklock felt that if Mr Hole was considering approving the application, as he has the knowledge, then the Community Board should look favourably on it. He suggested a 12 month period with review, noting that a 12 month period would include summer.

Ms Willis enquired if any members had seen their goods and she questioned if there was an opportunity for Mr and Mrs Hurst to join other existing markets rather than standing alone. She added that the Community Board need to know what goods people are selling and that they are of a high standard because if they are not it sets a precedent for others.

The Chair said he does not see any issues as long as the application meets all the requirements.

Mr Barnett reiterated that Council's role would be regarding consenting and safety rather than investigating the quality of the goods sold.

**Resolved:** that the Fairlie Community Board support the sale of Wooden Toys, Greeting Cards and other Handmade Crafts and recommend a licence period of 12 months with a review at the expiry of the 12 months. The Fairlie Community Board ultimately leave all decisions and approval to the Planning and Regulations Manager.

**Les Blacklock/ Noel Jackson**

#### TOWNSHIP WATER SUPPLY MEETING WITH ECAN UPDATE:

Mr Horler reported that he was given direction last year to assess water restrictions for the Fairlie Township and to liaise with Ecan. He added it has been a busy time with other projects but he aims to have an outcome before 30 September 2016.

Mr Horler advised that he is proposing to undertake a management plan which will give Council more flexibility. He will ask Ecan to review the penalties the town has received, noting that farmers penalties are lower. He said he will also recommend a 50% take down to ensure that the town is safe with an adjusting monitoring point. He said water restrictions are a reality but that he will do everything he can to prevent a total water ban.

The Chair agreed with Mr Horler's comments and noted that the Board are not trying to change the whole system. He said these issues only come to the forefront when water runs out due to dry weather conditions.

#### COMMUNITY HALL HIRE REQUEST:

An email request, included on page 39 of the agenda, was received by Council to the Fairlie Community Board regarding Fairlie Community Hall Hire from the Fairlie Bridge Club.

The Fairlie Bridge Club stated that due to low numbers they are now playing very irregularly and would ask the Board to consider still charging the Club at the regular user rate to keep their costs down.

Mr Nixon added they are a long time user.

Cr Jackson supports that the regular user charge continue.

**Resolved:** that Fairlie Bridge Club are continued to be charged for the use of the Community Centre Lounge facilities at the regular user rate.

**Cr Jackson/ Warren Barker**

#### ONE WAY TRIAL – RIDDLE STREET:

This matter was placed on the agenda at the request of the Chair.

The Chair asked why the one way street trial of Riddle Street had not yet taken place.

It was noted that the Council are awaiting on road marking and information signs to be completed. The works have been tasked to Whitestone.

#### MACKENZIE MOTORS UPDATE:

The Chair asked Mr Barnett for an update on the matter regarding Mackenzie Motors.

Mr Barnett said he met with Brett Whitehead and outlined the Community Board's concerns. Mr Barnett said he and Mr Whitehead discussed the issues, and Mr Barnett confirmed that the Motors would use the area street area from the entrance towards the west to the residential area for parking. He said they would confine work on vehicles on the street to minor repairs and that there would be no jacking, lifting or work that contains liquid being undertaken on the road reserve. Mr Whitehead undertook that he would not block the footpath and would instruct his staff to the same. Mr Barnett said Mr Whitehead did express his frustration at vehicles that are left after owners cannot afford repairs.

Mr Barnett said this will be resolved with the proposed parking bylaw when tickets can be issued. He said cars can be removed under the Resource Management Act. Mr Blacklock added that people leaving cars is not Mr Whitehead's problem but needs to be addressed.

Cr Jackson stated that a number of the vehicles left outside have been towed there by Mr Whitehead. He added that they may have been pushed into the too hard basket. The Chair acknowledged the problem has improved but noted that there is still a few remaining issues.

Ms Willis suggested communicating the problem to the Community. Mr Barnett stated that he does not agree with that solution. Mr Barker added that they are not breaking any laws.

The Chair suggested a copy of the letter sent to Mackenzie Country Motors outlining the Board's concerns be sent to Mr Ward. He added that this is a hard situation as there is no precedent.

Mr Barnett reiterated that he and Mr Whitehead had a reasonable discussion with a reasonable outcome.

#### MARKET DAY POSITION:

The Chair asked for the Boards input regarding the position of the Saturday markets in Fairlie and enquired if the Board had heard of any concern regarding Riddle Street closure on a Saturday morning.

Mr Blacklock added that a number of people had mentioned their frustrations to him.

The Chair noted the shelters from the shop verandas are appealing to the stall holders and believes because they are not on the roadside itself that is why they were granted consent. He suggested the village green would be a more attractive place to hold the market day.

Cr Jackson suggested better signage for street closure be put in place so vehicles and towing vehicles are aware that the access is closed.

Ms Willis suggested joining the stalls outside the resource centre and noted that a change of position may be good for business.

Cr Jackson suggested the green by the fire station or outside the Gladstone Shops.

The Chair said he will speak with the Asset Manager regarding options for sites and requirements.

#### NIXON ROAD LAND SALE:

This matter was placed on the agenda at the request of the Chair.

Mr Barnett informed the Community Board that Council are gathering a list of surplus land which will be consulted on over the next 6 months. He said this piece of land will be included.

#### PROPERTY SALE FOX VIEW ROAD/ ALLANDALE ROAD:

This matter was placed on the agenda at the request of the Chair.

Cr Jackson said he was approached by the Finance Manager enquiring if the Community Board would consider the sale of the land (old Paintball area). The Chair said the Community Board do not require the land but would seek to have input into the frontage.

Mr Nixon noted that there are two sections there. He said the Community Board could sell the back section and keep the front section for landscaping or a park. Cr Jackson agreed, adding that the river is used a lot over summer and a park or picnic area in the front section would be favourable.

Mr Barnett informed the Board that the sale of the corner of Fox View Road has been discontinued. Cr Jackson expressed his disappointment that a fence was erected when he believed that the sale was as is where is. Mr Nixon noted that the boundary had to be identified. Mr Barnett added that the Community Board was asked if they



were setting the land aside for landscaping and the Community Board made the decision to sell the land.

Cr Jackson asked who the steel frames belonged to. Mr Nixon replied that they belonged to Geoff Haugh, and these will be removed.

**THERE BEING NO FURTHER BUSINESS THE CHAIR  
DECLARED THE MEETING CLOSED AT 7:23PM**

**CHAIRMAN:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Unconfirmed

# MACKENZIE DISTRICT COUNCIL

## MINUTES OF A MEETING OF THE TEKAPO COMMUNITY BOARD HELD IN THE LAKE TEKAPO COMMUNITY HALL, TEKAPO, ON WEDNESDAY 8 JUNE 2016 AT 7.00PM

### PRESENT:

Peter Munro (Chair)  
Cr Murray Cox  
Stella Sweney  
Lyn Martin

### IN ATTENDANCE:

Wayne Barnett, Chief Executive Officer  
Garth Nixon, Community Facilities Manager  
Keri-Ann Little, Committee Secretary

### OPENING:

The chair welcomed everyone to the meeting.

### APOLOGIES:

There were no apologies.

### PUBLIC FORUM:

The Chair informed the Board he and Stella had met with the Committee Clerk, Community Facilities Manager and the Projects and Administration Manager to discuss meeting structure. He said members of the public will now be invited to speak at 7pm during the public forum at the beginning of the Community Board meeting.

The Chair outlined the guidelines of the public forum these are noted below:

- There will be a time at the start of the meeting where the public will be invited to speak to a topic of their choice this will happen at 7pm.
- The guidelines are outlined in the Model Standing Orders
- This will be formalised in the next Community Board meeting agenda
- Each speaker has a limit of 10 minutes to speak at the invitation of the Chair:
  - There is no discussion, the Board are to listen only
  - No decisions or discussion can occur after the speaker has spoken regarding their topic by the Board or members of the public
  - Members of the public **cannot** address the elected members or interject at any time during the meeting
- To note if a person is speaking to an agenda item for an example a grant request they will do this at the time of the agenda item being discussed but still only for a limit of 10 minutes

### DECLARATIONS OF INTEREST:

There were no declarations of interest.

## MINUTES:

Resolved that the minutes of the meeting of the Tekapo Community Board held on 4 April 2016 be reconfirmed and adopted as the correct record of the meeting and the minutes of the meeting of the Tekapo Community Board held on 2 May 2016 be confirmed and adopted as the correct record of the meeting.

**Lyn Martin/ Cr Cox**

*Matters arising from the previous minutes:*

1. The Chairman noted the lights have been connected at the Footbridge.
2. Ms Sweney enquired if Mr Barnett had confirmed the lease agreement of the “elephant area” with the Camping Ground. Mr Barnett said he will follow this up.

## VISITOR:

The Chair noted that Mr MacDonald from the Church of the Good Shepherd, Lake Tekapo was not available to attend this evening’s meeting.

The Chair suggested he be invited to the next meeting. Ms Sweney will liaise with Phil Browne and the Chair with Mr MacDonald.

## CORRESPONDENCE:

The Chair noted an email was received on the 26<sup>th</sup> of May 2016 from Tekapo Weddings and Events regarding the Nepali Cultural Celebration. The Board approved a grant to cover the cost of the hall hire for the event at the April 4<sup>th</sup> meeting.

It appeared from the email that they had already paid for the evening and asked the community board to reimburse them. The Chair and Mr Nixon will investigate if payment has been received and proceed from there.

## TEKAPO COMMUNITY BOARD MATTERS UNDER ACTION:

### 1. **Tekapo Plantation: Murray Place/Section A:**

Mr Nixon advised Whitestone are progressing the clean-up. He said they are weeding and mulching to assist in confirming what is currently there.

### 2. **Freedom Camping:**

Mr Nixon noted that Council will discuss the Freedom Camping Bylaw and policy at a workshop on the 9<sup>th</sup> of June. Mr Barnett confirmed that Council are in regular contact with the NZMCA.

### 3. **Future of Motuariki Island:**

Mr Nixon was asked to seek clarification from DoC in Twizel regarding visitors to the Island and the protocols in place.

### 4. **Tekapo Squash Club:**

Cr Cox confirmed that the Squash Club is on the Town Projects List.

### 5. **Town Projects:**

1. Alps2Ocean Link between Tekapo and Canal Road: Mr Nixon reported that the road marking is complete.
2. Upgrade of Hamilton Drive lookout: Mr Nixon noted the grass has been sown.
3. Walkway lights: Mr Nixon advised he has followed this up and asked for the lights to be repaired. The Chair noted that piles of mulch have been removed.
4. Lakeside Drive: Mr Nixon noted a scheduled meeting on the 13<sup>th</sup> of June with Genesis Energy to discuss current projects surrounding the Tekapo Power Scheme.

5. Tekapo Development Projects List: Mr Barnett outlined a scope of projects list recently confirmed at the Finance Committee meeting:

*Funding Effectively Confirmed For:*

- a. Funding for domain finishing
- b. Public Green
- c. Landscaping within viewing shafts
- d. Surfacing of old mini golf site
- e. Boat Ramp access from Lakeside Drive

*Recommended:*

- f. Playground be funded by the Land Subdivision Reserve

*Remaining Projects:*

- g. East and Western Carparks
- h. Long Vehicle Overflow Carpark

Mr Barnett confirmed the Tekapo Development Project Manager position has been approved by the Finance Committee and will be advertised. He said he has been working on a collaborative approach with all Canterbury Councils regarding the Government funding for tourism infrastructure, and will seek funding for toilets in Tekapo. He confirmed there is budgeted money for one set of toilets and subsequent money for additional toilets.

**6. Tekapo Domain Playground:**

Mr Nixon advised that the marking out has been completed by Whitestone. He said equipment has arrived and it is time to start moving forward.

7. **60Km Speed Limit Extension:** Mr Barnett informed the Board this will be included in the transportation strategy.

**8. Civil Defence:**

Ms Morrison, the newly appointed Projects and Administration Manager, will be investigating this further when she has settled into her new role over the coming weeks.

**9. Tekapo Footbridge:**

Mr Munro noted that there is dangerous icing on the bridge and that the approaches need to be completed.

**10. Tekapo canal boat ramp:**

Cr Cox reported to the board following his meeting with Genesis Energy. He reported that Genesis Energy stated they would support an upgrade of the boat ramp. Cr Cox added that this will also include front access and parking.

**11. Solar System Project:**

Mrs Martin said she has heard nothing back.

**12. Public Toilets:** 4 April 2016

Mr Nixon will distribute plans to the community board when they are available. See above.

**13. Hall Signage:** 8 June 2016

Mr Nixon to investigate signage and lights for the Community Centre to be established as soon as possible.

**PROJECTS BUDGET:**

Mr Nixon informed the board that the projects budget has been spent for the year. Included in this budget was works for the bridge and approaches.

The Community Board expressed their approval of the projects budget funds being available to advance present projects. Ms Sweney applauded previous Community Boards for budgeting in advance.

## **REPORTS:**

### **FINANCIAL REPORT:**

This report was the financial report for the Community Board for the period to April 2016, to update board members on the financial performance of the Tekapo Community Board for that period.

Resolved that the report be received.

**Stella Sweeney/ Cr Cox**

Mr Nixon spoke to the financial report.

Cr Cox noted that the litter bin increase is a direct result of the increase in visitor numbers and suggested a commercial rate be rated to businesses or an investigation undertaken to establish how the extra expense will be funded.

### **TEKAPO FEES AND CHARGES:**

The purpose of this report from Mr Nixon was for the Community Board to consider the revised fees and charges for the Tekapo Community Hall for 2016/2017.

Mr Nixon said the fees and charges need to be reviewed annually to maintain appropriate rates and avoid large increases that would impact on users. He said the Hall has been operating for 3 years now and providing a satisfactory return to the local Community.

<b>Tekapo Community Hall</b>	<b>Current Local Per hour</b>	<b>Current Commercial Per hour</b>	<b>2016 /17 Proposed Community usage</b>	<b>2016/2017 Proposed Commercial</b>
Community Board room – morning or afternoon or evening	\$ 16.00	\$32.00	\$ 17.00	\$ 34.00
Main Hall – morning or afternoon or evening	\$ 16.00	\$ 32.00	\$ 17.00	\$ 34.00
Kitchen for cup of tea/coffee – per use, zip and mugs		Included in Board room hire	Included in Board room hire	
Kitchen for catering use – includes ranges, crockery and cutlery	\$ 27.00	\$ 54.00	\$ 28.00	\$ 55.00
Use of whole complex (wedding/function , kitchen and board room included per day	\$ 357.00 Inclusive of set up and clean up fee	\$800.00 Inclusive of set up and clean up fee	No longer available	No longer available
Daily Rate Whole Complex		\$ 150.00 per day		\$ 300.00 per day
Whole Complex per hour	\$ 43.00	\$ 87.00	\$ 40	\$85.00

Mr Nixon highlighted changing the current policy from a local user to community usage will clarify issues around who is a local user and encourage greater usage.

The Chair noted the 10% discount for consecutive

bookings. Ms Martin asked how many bookings it would entail to receive the discount. Mr Nixon replied this would be assessed individually.

Resolved:

1. That the report be received.

**Cr Cox/ Stella Sweney**

2. That the Tekapo Community Board recommends to Council the revised fees and charges schedule be adopted.

3. That the local user charge be dropped and be replaced by community user charges.

**Lyn Martin/ Stella Sweney**

**WARD MEMBER'S REPORT:**

Cr Cox reported that Plan Change 13 has been updated and returned to the Court. He said Plan Change 5 submissions will be heard from 22 August. He updated the Board on the Upper Waitaki Zone discussions regarding Freedom Camping around lakes and swimming water conditions. He said the Zone is also working on a "love your lakes" campaign.

Ms Sweney asked Cr Cox if there has been discussion regarding a Freedom Camping name change. Cr Cox replied that a name change would be required at Government level. Cr Cox referred to the Council committee bylaw and policies workshop tomorrow (9 June) which will include nuisance burning.

Cr Cox noted the Council have initiated the Hazibag system at the Recovery Park in Twizel to help deal with asbestos removal and disposal.

**REPORTS FROM MEMBERS WHO REPRESENT THE COMMUNITY BOARD ON OTHER COMMITTEES:**

Cr Cox reported that the Regional Park is currently working with Ecan regarding budgets and a work plan for next year. He added that a successful year was recorded at the Caravan Park.

The Chair informed the Board that the Footbridge lighting has been connected and looks good. He highlighted the slippery conditions as being an ongoing issue. The Community Board agreed that there has been a lack of communication and common sense regarding recent bridge closures due to ice and slippery conditions.

It was decided that the Chair would liaise with the Roding Manager, Footbridge Society Committee members and Whitestone regarding bridge closures and signage. He offered to assess the bridge conditions over the next few mornings to gain an understanding of hazards. Cr Cox suggested assessment and clearing of the bridge and possible subsequent closure be added to the works programme in a snowfall event.

The Chair updated the Community Board on the recent Whitewater Trust meeting. He said the Trust would like to re-erect directional signs to the course at Andrew Don Drive especially. The Chair expressed the Trust's frustration at Freedom Campers. He said the Trust has to be proactive with camping and asked that Council think about the area and the potential of an accident if the road is not improved.

Mrs Martin advised she received a very cheerful response from the school regarding the planting of daffodil bulbs.

Mrs Martin reported The Brightstars Trust has been receiving good community interest. She said the Guildhall and Church are providing good fundraising plans, however there is difficulty in funding consents and requirements.

## **GENERAL BUSINESS:**

### **APPLICATION FOR DONATION – IAN SIMPSON FUNDRAISER:**

The Community Board was unanimous in supporting this application for funding received from Jane Staley regarding the Ian Simpson fundraiser. Ms Staley was requesting a grant from the Community Board to cover costs of hiring tables and chairs from the Fairlie Community Centre.

Resolved: that the Tekapo Community Board grant Mrs Staley \$405.00 to cover costs of tables and chairs hire from the Fairlie Community Centre for the Ian Simpson Fundraiser. The Tekapo Community Board suggest if tables and chairs are available from the Tekapo Community Hall these be used in the first instance.

**Lyn Martin/ Stella Sweney**

### **PROPOSED BIKING AND WALKING TRACK LAKE ALEXANDRINA:**

Mr Nixon informed the Board an email was received on the 23<sup>rd</sup> of May from Ross Brown expressing his concern regarding the Board's support of a Mountain Bike Track around Lake Alexandrina. Mr Nixon said that Mr Brown is asking on what grounds the Board supports the proposal.

The Chair confirmed that there is a public meeting next Tuesday 14 June to discuss the Mountain Bike Track. He said he would like a general consensus from the Tekapo Community Board regarding their views and he would provide this advice to the public meeting. The Chair added that he believes this track fits with the Board's walking and cycling strategy, providing locals and visitors the opportunity to visit the area with low impact while creating conservation awareness.

Cr Cox confirmed the track is currently on public land. He added that it does currently fit with the works the Community Board are initiating.

The Board sought clarification from DoC regarding their involvement and the maintenance of the track.

Mr Nixon said the Council has a regular income source that is required to be spent on reserves. He added that Council has the ability to maintain the track. He also noted that Council has historically contributed and continue to contribute to rubbish removal at sites and toilets at both ends at Lake Alexandrina.

Resolved: that the Tekapo Community Board support the idea of the proposed bike and walk track at Lake Alexandrina.

**Stella Sweney/ Chair**

## WORKER ACCOMMODATION:

The Chair asked Mr Barnett to update the Board on worker accommodation in Lake Tekapo.

Ms Sweney said she has received from Tony Tosswill plans for proposed worker accommodation. She said the same plans have been distributed around the community which is in favour of the proposal. Ms Sweney asked Mr Barnett for the Tekapo Property Group's position.

Cr Cox said essentially the land is Council owned. He said Council have not made any decisions on the land. He added that Council have not received any plans or proposals from Tony Tosswill regarding worker accommodation

Mr Barnett reiterated Cr Cox's comments stating that either the Tekapo Property Group or Council had received a proposal at this stage.

## UNFORMED LEGAL ROADS OPPORTUNITY FOR WALKING/CYCLING TRACKS:

Stella Sweney asked the Community Board to note the Walking Access New Zealand website is a very popular site with interesting maps.

## GENESIS ENERGY CURRENT PROJECTS:

The Chair referred to an email included on the agenda on page 36 from Lisa Orchard from Genesis Energy regarding a meeting she would like to set up with the Board to discuss the current projects surrounding the Tekapo Power Scheme, including the Tekapo Intake Gate project.

The Chair added that Ms Orchard has requested to meet on Monday 13 June at 6pm at the Tekapo A Power Station. The Chair asked for the Board's thoughts regarding the meeting and requested date.

The Chair confirmed Ms Sweney, Cr Cox and Mr Nixon will attend the meeting.

## MT JOHN WALK WAY:

Ms Sweney advised that the Mt John Walking Track is in bad condition with frost heave. Mr Nixon advised that the track is maintained by DoC.

## NEXT MEETING:

The next meeting for the Tekapo Community Board will be held on Monday 11 July 2016 at 7pm in the Tekapo Community Hall Lounge.

**THERE BEING NO FURTHER BUSINESS  
THE CHAIR DECLARED THE MEETING CLOSED AT 9.04PM**

**CHAIR:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



# **MACKENZIE DISTRICT COUNCIL**

## **MINUTES OF A MEETING OF THE MACKENZIE FORESTRY BOARD HELD IN THE COUNCIL CHAMBERS, FAIRLIE, ON TUESDAY, JUNE 07, 2016 AT 9.31AM.**

### **PRESENT:**

Cr Graham Smith (Chairman)  
Cr Murray Cox  
Cr Noel Jackson

### **IN ATTENDANCE:**

Claire Barlow (Mayor)  
Wayne Barnett (Chief Executive)  
Paul Morris (Manager Finance)  
Kevin O'Neill (Forestry Manager)  
Keri-Ann Little (Committee Secretary)  
Terry O'Neill (District Forester, attending by conference phone)  
Daisy Hudson (Timaru Herald)

### **APOLOGIES:**

Resolved: That an apology be received from Cr Evan Williams.

**Chair/ Cr Jackson**

### **DECLARATIONS OF INTEREST:**

There were no declarations of interest.

### **MINUTES:**

Resolved that the minutes of the meeting of the Mackenzie Forestry Board held on March 15, 2016, be confirmed and adopted as the correct record of the meeting.

**Cr Cox/Cr Smith**

### **REPORTS:**

#### **DISTRICT FORESTER REPORT:**

Terry O'Neill joined the meeting via teleconference and updated the Board on the following matters.

### **Update on Muricata at Simons Pass:**

Terry O'Neill updated the Board on the Muricata Harvesting at Simons Pass. He said the Contractors, Forester Management, have been busy with other projects and have not yet started the harvest. Terry O'Neill added he is currently investigating other contracting options to carry out the works.

The Chair expressed his disappointment that the harvest has not gone ahead as planned, with excellent weather conditions and contractors on site. He said that further establishment costs may affect the viability of the harvest.

Terry O'Neill said he would discuss this with Forester Management and will not proceed if proven unviable. He confirmed that the Muricata specimen was best to be harvested.

The District Forester provided an update to the Board on all remaining forestry blocks.

### **Carbon Credits:**

Terry O'Neill updated the Board on the recent increase in value of Carbon Credits. He said they have increased to over \$15.00 and are expected to reach \$20 by the end of the year. He asked the Board if they would like to start to investigate selling some credits to subsidise income. He added that there are credits available for sale and he sought the Boards direction.

Kevin O'Neill asked Terry O'Neill to compile a report to evaluate what could be sold now, what would be better to keep for future sale and how many credits the Board currently has.

The Chair enquired if this was a viable option for Terry O'Neill to undertake. Terry O'Neill replied that he did not think it would be difficult. He said product thinning will have some liabilities, however if the Board is interested in the process of thinning the product he will carry out the ground work while also investigating the estimated cost of carbon credits for the next 20 years. He added that it will have to be decided if in the future it is best to leave tress and not harvest them to gain more carbon credits.

The Chair thanked Terry O'Neill for his input.

Terry O'Neill said he will contact Kevin O'Neill and Paul Morris as soon as he has a response regarding the Muricata Harvest at Simons Pass and update on Carbon Credits.

### **FINANCIAL REPORT – JANUARY 2016:**

The Finance Manager reported the financial performance of the Forestry Board as a whole for the period ending April 2016.

Resolved that the report be received

**Cr Jackson/ Cr Cox**

## **FORESTRY MANAGERS REPORT JANUARY TO MARCH 2016:**

Resolved: that the Report be received.

**Cr Jackson/ Cr Cox**

Mr O'Neill updated the Board on works carried out at the Cabuie by the Ashwick Opuha Water Supply Committee. He said the Water Committee approved the water race to be cleared without consulting him. He added that the work did need to be carried out and that he felt it fair to pay half of the contractors costs, the other half being paid for by the Water Committee.

The Chair thanked Mr O'Neill for all the time he contributes to the Forestry Manager role adding his work is very much appreciated.

### **GENERAL BUSINESS:**

#### **PLANTING AT CANNINGTON:**

The Chair reported the planting is progressing.

#### **GRAZING FENCES:**

The Forestry Manager reported that he has only on Friday received the contract information for Forestry Block Leases. He said he will review the contracts and assess what is recorded.

The Chair confirmed the annual rent is being paid by all lease holders.

The Finance Manager stated he will review all deed leases and locate the final lease copy and distribute these for the Board Members information.

The Chair said it is important to keep up with terms of lease and current leases.

Mr O'Neill added there is a contract on Fox's Peak Plantation for restrictive stock grazing. He said that Clayton Station are currently managing this block well. The contract will be reviewed with Sam Bell in a year's time.

#### **WILDING PINES:**

The Chair expressed his ongoing concern regarding wilding pines spread around Council Forestry Blocks. He said there is no way, other than DNA testing, to confirm the wilding's are from Council Blocks but believes Council need to be proactive in assessing the problem with a solid plan in place moving forward.

Cr Cox mention the Mackenzie Wilding Management Strategy informing the Board that the Council are a part of this document but could not confirm if Council had submitted to the document. He added there will be implications for Council regarding

wilding pines and the document mentions Tekapo Forest, the Tekapo Reserve and neighbouring farm land.

The Mayor added that Council have not committed itself with supporting the Mackenzie Wilding Management Strategy. She said it is important the Board and Planning and Regulation Committee are involved and up to date.

Mr Barnett said that he and Kevin O'Neill have met with a Consultant with a general focus on wilding pines. He said Council have engaged the Consultant to assess specific Forests and to evaluate the seriousness of the seed source. Mr Barnett said he will report the findings of the report back to the Board.

Cr Jackson asked if there were aerial photographs taken to assess the spread. Mr O'Neill said Council have 10-12 years recorded of photographic progression, he added that Council have been grazing the edge of the plantations to minimise spread.

**THE CHAIRMAN DECLARED THE MEETING CLOSED AT 10:15AM**

**CHAIRMAN:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

# MACKENZIE DISTRICT COUNCIL

## MINUTES OF A MEETING OF THE ASSET AND SERVICES COMMITTEE HELD IN THE COUNCIL CHAMBERS, FAIRLIE, ON TUESDAY 7 JUNE, 2016, AT 12:48PM

### PRESENT:

Claire Barlow (Mayor)  
Cr James Leslie (Chair)  
Cr Graham Smith  
Cr Murray Cox  
Cr Russell Armstrong  
Cr Noel Jackson

### IN ATTENDANCE:

Wayne Barnett, Chief Executive Officer  
Bernie Haar, Asset Manager  
Suzy Ratahi, Roading Manager  
Geoff Horler, Utilities Manager  
Keri-Ann Little, Committee Secretary

### APOLOGIES:

Resolved: that an apology be received from Cr Evan Williams and Town Manager and Solid Waste Manager Angie Taylor.

**Cr Smith/ Mayor**

### DECLARATIONS OF INTEREST:

There were no declarations of interest.

### MINUTES:

Resolved that the minutes of the meeting of the Asset and Services Committee held on 26 April 2016 be adopted and confirmed as a correct record.

**Cr Smith/ Cr Armstrong**

### REPORTS:

#### ASSET MANAGERS MONTHLY REPORT:

The purpose of this report was to update the Asset and Services Committee on the progress on various projects and also on the normal operation of the department for the past month.

The Mayor asked Mr Horler for an explanation to the \$17,000 spent at the head works of the Allandale Water Scheme. Mr Horler said this was the cost of contractors at the headworks carrying out cleaning and leaf removal twice daily. He said there have also been parts, fittings and repairs required for pipeline repairs. Mr Horler said he is currently liaising with the Water Scheme Chairman Neil Campbell regarding ongoing costs and repairs.

The Mayor enquired how investigations at the Fairlie intake were proceeding. Mr Horler replied that there has not been enough rainfall or a long term period of rainfall for investigations to take place.

Mr Leslie asked for clarification regarding the Glen Lyon electricity costs.

Mr Horler stated that the electricity costs cover the entire scheme. He said usage has increased at Glen Lyon Treatment, Lochinvar and Tekapo.

The Mayor requested more information detailing variances to be included in the financial report.

Mr Haar acknowledge Mrs Ratahi's resignation and thanked her for her contribution. He noted there has been 14 million dollars spent on the roading network and three new bridges built initiated by Mrs Ratahi. Mr Haar expressed his personal thanks for all of Mrs Ratahi's time and effort.

Mr Haar noted that the Roding Manager position is currently being advertised with application's closing on the 14<sup>th</sup> of June. He said he will be receiving external support for the Asset Services position allowing him time to work with the Roding department until an applicant is appointed.

The Mayor requested Mrs Ratahi attendance at the next Council meeting on the 21<sup>st</sup> of June to be thanked by Council.

Mr Haar spoke to Ms Taylor's report on Solid Waste in her absence.

Cr Cox expressed his concern regarding the Twizel subdivision lighting effecting the night sky reserve.

Mr Haar informed the Committee that the lights apply with the current District Plan and are powered by low pressure sodium bulbs. He noted the vandalised lights will be replaced with an LED option with the aim of a full LED change of all existing lights in the future.

The Chair thanked Mr Haar for his report.

Resolved:

1. That the report be received.

**Cr Cox/ Cr Armstrong**

**ASBESTOS DISPOSAL AND CHARGES:**

Mr Haar reported that there are currently no facilities in the District where asbestos can be disposed of, with the closest disposal location being Timaru. Asbestos was widely used in building materials up until the 1990's, but of particular importance for the Mackenzie is the common use of asbestos building materials in Twizel hydro dwellings and garages.

Mr Haar advised to aid safe handling of asbestos for homeowners and builders, it is proposed to supply Hazibags, specifically designed bags that meet the requirements for safe asbestos packaging. He said his report proposes new fees that need to be introduced to cover the cost of the bag, transport and disposal at a suitable landfill.

Cr Leslie questioned if a smaller bag was available for purchase. Mr Haar replied that Envirowaste have decided that these are the sizes best used. He said you do not want people breaking the material up to allow for a smaller bag.

Cr Jackson asked for clarification regarding homeowner's awareness of asbestos in their homes and questioned how the Council are communicating the risks and solutions to homeowners. He asked if there is any notification or process system for ratepayers.

Mr Haar replied stating that unfortunately a large majority of homeowner's will be unaware and there is currently no system to notify them of the presence of asbestos in their homes. He noted that asbestos is primarily found in fireplaces, roofs and lino floor coverings. He said education will be part of Ms Taylor's role and he noted that Envirowaste have completed a training course for staff regarding asbestos protocols. Mr Haar confirmed Ms Taylor will attend the next available training course. Mr Haar referred to the Work Safe website or to speak with Ms Taylor if the community have concerns. He added that identification of the asbestos is key.

Mr Haar noted that the charges are a fixed charge for 12 months. He said he is not aware of the bags currently being used in any other neighbouring District only in Christchurch. Mr Haar assured Councillors he will investigate, but assumes if asbestos is presented at the Recovery Park without the use of a Hazibag the disposal will be refused.

Resolved: that the report be received.

**Cr Jackson/ Cr Armstrong**

Resolved: that the following new charges be included in the Solid Waste fees and charges schedule. Prices Include Hazibag, transport and disposal of material at an appropriate landfill:

3m <sup>3</sup> Hazibag	\$685.90 incl gst
1.5m <sup>3</sup> Hazibag	\$407.90 incl gst
1m <sup>3</sup> Hazibag	\$199.30 incl gst

**Mayor/ Cr Cox**

**THERE BEING NO FURTHER BUSINESS THE  
CHAIRMAN DECLARED THE MEETING CLOSED AT 1:36pm**

**CHAIRMAN:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**MACKENZIE DISTRICT COUNCIL**  
**MINUTES OF A MEETING OF THE EXTRA-ORDINARY PLANNING**  
**AND REGULATION COMMITTEE HELD IN THE COUNCIL**  
**CHAMBERS, FAIRLIE, ON THURSDAY 9 JUNE, 2016, AT 1:20PM**

**PRESENT:**

Cr Murray Cox (Chair)  
Cr Graham Smith  
Cr James Leslie  
Cr Russell Armstrong  
Cr Noel Jackson

**IN ATTENDANCE:**

Wayne Barnett, Chief Executive Officer  
Nathan Hole, Planning and Regulation Manager  
Toni Morrison, Projects and Administration Manager  
Jane Whyte, Council's Planning Consultant  
Daisy Hudson, Timaru Herald Reporter

**APOLOGIES:**

Resolved: that an apology be received from Cr Evan Williams and Mayor Barlow.

**Cr Smith/ Cr Armstrong**

**DECLARATIONS OF INTEREST:**

There were no declarations of interest.

**REVIEW OF BYLAWS AND POLICIES:**

The chair indicated each bylaw and policy would be separately discussed. A copy of each draft bylaw and policy was tabled. A draft map of Lake Ruataniwha was also tabled, showing an extension of the proposed area where freedom camping was to be prohibited in the draft Bylaw.

1. Resolved: that the report be received.

**Cr Smith/ Cr Leslie**

Ms Whyte spoke to the revised Freedom Camping Bylaw, noting the following:

- A change to the title was proposed, to refer to “responsible camping” which reflects the Council’s desire to clearly outline its expectations of visitors to the district.
- The draft bylaw would supersede the 2014 bylaw.
- A key change is to the definition of ‘self-contained’, to ensure the focus is on useable facilities.
- Changes in locations of areas where freedom camping is prohibited, in Twizel and Tekapo (refer map attached).

Wayne Barnett asked whether the Council could use the NZMCA certification definition for ‘self-contained’, noting that this was presently being amended. Ms Whyte replied that this is



not finalised yet, but the Council's proposed definition is likely to be in line with what they and also other Councils are considering. She also noted there is likely to be a change to the New Zealand Standard in the longer term.

2. **Resolved:** that the Committee adopts the Draft Responsible (Freedom) Camping Bylaw 2016 for consultation through the Special Consultative Procedure.

**Cr Smith/ Cr Jackson**

The Chair then asked staff to address the draft Fire Prevention and Nuisance Burning Bylaw 2016. Ms Morrison explained that the draft was unchanged from that previously circulated to Councillors and discussed at the earlier workshop. At the workshop, Committee members discussed the area the bylaw should apply to, and considered it should apply to the urban fire areas in the District only, and exclude the rural fire district area. Ms Morrison explained that this would mean that there would be residential areas where the bylaw would not apply, for example those outside the urban fire area boundary in Twizel, and residential areas in Kimbell and Albury. The Committee agreed that the bylaw should apply to all areas in Residential and Business zones as outlined in the District Plan.

3. **Resolved:** that the Committee adopts the Draft Fire Prevention and Nuisance Burning Bylaw 2016 for consultation through the Special Consultative Procedure.

**Cr Leslie/ Cr Armstrong**

Ms Whyte outlined the outcome of the morning's workshop on the Draft TAB venue policy, noting that while the District had no such venues it was required by law to have a policy. The Committee agreed that the draft policy should make no provision for TAB venues to establish, and that this could if necessary be reviewed in 3 years when the policy was due for review.

4. **Resolved:** that the Committee adopts the Draft TAB Venue Policy 2016 for consultation through the Special Consultative Procedure.

**Cr Armstrong/ Cr Jackson**

Ms Whyte noted that the draft Gambling Venue policy was unchanged from the Council's previous policy on this matter, as the Committee had been satisfied that it was an appropriate approach for the district having reviewed options at the workshop. It does contain a new clause 5, which provides for relocation provisions for venues. A reference in the draft policy to TAB venues was deleted, given the decision to not allow such venues under the previously discussed TAB venue policy.

5. **Resolved:** that the Committee adopts the Draft Class 4 – Gambling Venue Policy 2016 for consultation through the Special Consultative Procedure.

**Cr Smith/ Cr Armstrong**

The Chair asked for information as to the process from this point. Ms Whyte explained that a Statement of Proposal would be prepared for each document, and would be publicly notified for submissions. There would be a hearing.

Ms Morrison explained that the Planning & Regulations Committee would hold the hearing and make decisions on the policies and adopt them. It would make recommendations to the

Council as to adoption of the bylaws. Public notification was expected to occur in a couple of weeks.

The Chair asked if the draft Responsible Camping Policy was to be made available as well. He felt it would provide context. Ms Whyte explained that the policy itself was not subject to consultation at this stage, and she felt it would be good to finalise the Policy once the bylaw had been through the public process. This would allow any feedback raised in the process of consultation on the bylaw to be considered and any changes made, prior to adopting the final policy. The draft policy will be put on the website for context for people, to show the proposed direction of the Council in relation to responsible camping.

The Chair thanked Ms Whyte and Council staff.

**THERE BEING NO FURTHER BUSINESS THE CHAIR DECLARED THE  
MEETING CLOSED AT 1:45PM**

**CHAIRMAN:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

# MACKENZIE DISTRICT COUNCIL

## MINUTES OF A MEETING OF THE CREATIVE COMMUNITIES SCHEME ASSESSMENT GROUP HELD IN THE COUNCIL CHAMBERS, FAIRLIE, ON THURSDAY 19 MAY 2016, AT 5:55PM

### PRESENT:

Raewyn Radford (Tekapo)  
Caroline Groundwater (Albury)  
Lu Taylor (Fairlie)  
Julie Greig (Burkes Pass)  
Kay Paardekooper (Twizel)

### IN ATTENDANCE:

Garth Nixon (Community Facilities Manager)  
Keri-Ann Little (Committee Clerk)

### ELECTION OF CHAIR:

Resolved that Raewyn Radford be elected Chair for the meeting.

**Julie Greig/ Caroline Groundwater**

### APOLOGIES:

Resolved: That an apology be received from Lorraine Herlund.

### DECLARATIONS OF INTEREST:

Kay Paardekooper declared an interest in Twizel Community Arts Council. Lu Taylor declared an interest in the Fairlie Children's Art Group.

Mrs Paardekooper and Mrs Taylor will abstain from all discussion and decision making regarding their interested applications.

### MINUTES:

Resolved that the minutes of the meeting of the Creative Communities Scheme Assessment Group held on 10 June 2015, be confirmed and adopted as the correct record of the meeting.

**Raewyn Radford/ Julie Greig**

### REPORTS:

CREATIVE NEW ZEALAND CREATIVE COMMUNITIES SCHEME –  
ALLOCATION OF FUNDS 2016:

Mr Nixon welcomed the assessment group and applicants to the meeting.

Mr Nixon informed the group that four applicants have requested to speak to their applications and will do so now. The applications will then be asked to leave the room while the assessment group consider all applications and allocate funds

Mr Nixon added that the amount of funds available for allocation in 2016 are \$8911.00 the same as previous years.

### Resolved

1. That applications for grants from the Creative Communities Scheme for 2016 be assessed and allocations made in accordance with the funding guidelines.

**Raewyn Radford/ Caroline Groundwater**

### **APPLICANTS FORUM:**

Applicants who requested to speak received 10 minutes each to address the group. All applicants then left the meeting, excluding Mrs Pardekooper who is an assessment Group member.

#### **6:00pm Twizel Arts Council:**

At the invitation of the Chair Kaye Pardekooper spoke to her application for funding on behalf of the Twizel Community Arts Council.

Mrs Pardekooper informed the Group that the Twizel Arts Council is a volunteer run organisation in Twizel which provides the opportunity of bringing Arts on Tour Shows to the Twizel Community. She said they meet when the Arts on Tour programme is released to discuss and choose the shows they wish to support for the coming year. Mrs Pardekooper added that she has been involved with the Twizel Arts Council for the last two years and that last year they received funding for two shows and would like to apply for the same again this year.

Mrs Pardekooper concluded by adding all Artists involved with the shows interact with School children and the Community whilst visiting and performing in Twizel.

#### **6:10pm 150 Years Fairlie:**

At the invitation of the Chair Anne Thomson spoke to all three applications 150 Years Fairlie, "Three Arts on Tour" and Fairlie 150 Years Historic Photo Panels.

Ms Thomson thanked the Group for previous funding for the Arts on Tour programme which has enabled them to host three shows.

Ms Thomson said for those of you who are involved you will be aware you must apply for funding a year in advance.

Ms Thomson informed the Group that the Fairlie 150 Years Historic Photo Panel application from Rosemary Moran from the Mackenzie District Archive. The funding will produce historic photos to be printed on display boards for long term use and display.

The Chair thanked Ms Thomson for attending. Ms Thomson left the meeting at 6:25pm.

**6:30pm Summer Reading Programme:**

At the invitation of the Chair Jackie Phillips spoke to the group regarding her application on behalf of the Mackenzie Community Library. Mrs Phillips said recent research shows that re-engaging children with reading is important to assisting our children’s social skills. Reading from an electronic screen is not beneficial and the Library encourages using printed material. She said the Library prints all its own material and encourages reading from a young age. Mrs Phillips said that the Library would like to apply for another year’s funding to supply a summer reading programme and a visit from an author to hold a book reading session at the Library for all to attend.

Mrs Phillips added that last year 30 children were enrolled and 25 completed the programme, which is a great number. The programme stops the summer reading slide with Teachers noticing the approved level of reading when students start back after summer holidays.

**ALLOCATION OF FUNDS 2016:**

The assessment group considered all applications and allocated funds as follows:

<b>Application Number</b>	<b>Organisation</b>	<b>Amount Requested</b>	<b>Amount Granted</b>
1	Twizel Community Arts Council <i>Arts on tour performances</i>	\$1,176.00	1176.00
2	Fairlie 150 Years Committee <i>Performance by Cam Scott</i>	\$2,000.00	1000.00
<b>3</b>	<b>Mackenzie Community Enhancement Board</b> <i>Arts on tour Declined.</i>	<b>\$2,400.00</b>	<b>1600.00</b>
4	Fairlie 150 Years Committee <i>Display panels of Historic Places</i>	\$1,400.00	1400.00
5	Summer Reading Programme <i>Mackenzie Community Library in Fairlie</i>	\$1,000.00	1000.00
6	Fairlie Children’s Art Group <i>Seven art sessions</i>	\$500.00	500.00
7	Mackenzie Kindergarten <i>Professional Storyteller and Puppeteer</i>	\$726.80	726.80

8

Fairlie in Focus Photography Group                      \$1,464.00  
*Gateway photo walk photo panels*

Resolved: that the above grants be allocated.

**Raewyn Radford/ Caroline Groundwater**

Resolved: That the assessment group move the funding allocation round forward to February 2017.

**Kaye Pardekooper/ Raewyn Radford**

Mr Nixon was requested by the assessment group to speak with Anne Thomson regarding her application being declined and the new funding criteria.

The committee would like to remind all applicants to acknowledge Creative New Zealand as a sponsor in their publicity and advertising.

The committee suggested a workshop be run to assist in completing the application with correct detailed information.

**THERE BEING NO FURTHER BUSINESS  
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 8:07pm**

**MACKENZIE DISTRICT COUNCIL  
MINUTES OF A MEETING OF THE RURAL TRAVEL FUND  
ALLOCATION GROUP HELD IN THE COUNCIL CHAMBERS,  
FAIRLIE, ON THURSDAY 2 JUNE, 2016 AT 5:45PM**

**PRESENT:**

Les Blacklock (Maori Community)  
Wayne Dixon (Fairlie)  
Rit Fisher (Albury)  
Dene Maddon (Twizel)

**IN ATTENDANCE:**

Garth Nixon (Community Facilities Manager)  
Keri-Ann Little (Committee Secretary)

**APOLOGIES:**

Resolved: that an apology be received from allocation group members Lynne Frost and Kiri Bishop.

**Les Blacklock/ Dene Maddon**

**DECLARATIONS OF INTEREST:**

Mr Fisher expressed an interest in the Mackenzie Ice Sport Foundation. Mr Fisher stated he is a Trustee of this Foundation.

Mr Maddon noted his wife is associated with the Twizel Junior Netball Club.

**ELECTION OF CHAIR:**

The Community Facilities Manager called for nominations for the position of Chair.

Rit Fisher was nominated. There were no further nominations and Rit Fisher was declared elected.

Resolved that Rit Fisher be Chair of the Sport New Zealand Rural Travel Fund Allocation Group for 2016/17.

**Dene Maddon/ Wayne Dixon**

## **MINUTES:**

### Resolved:

That the minutes of the meeting of the Sport New Zealand Rural Travel Fund Assessment Group held on Wednesday 17 June, 2016 be confirmed and adopted as the correct record of the meeting.

**Dene Maddon/ Wayne Dixon**

### *Matters arising from the previous minutes:*

Mr Nixon updated the Group that Mackenzie College Ice Hockey were notified that their application was badly applied for and assistance for future applications was offered.

## **REPORTS:**

### **SPORT NEW ZEALAND RURAL TRAVEL FUND – ALLOCATION OF FUNDS 2016:**

Mr Nixon welcomed the assessment group members to the meeting and thanked the members for their time in considering the 2016/2017 applications. He confirmed that the amount of funds available for allocation for 2016/2017 was \$9,500.00 (plus GST).

### Resolved:

1. That the report be received.
2. That applications for grants from the Sport New Zealand Rural Travel Fund for 2016 be assessed and allocations made in accordance with the funding guidelines.

**Rit Fisher/ Wayne Dixon**

Mr Nixon noted that the Twizel Snow Club's application was received late, when applications had closed, via email on the 4<sup>th</sup> of May 2016. Mr Nixon added that applications closed on the 29<sup>th</sup> of April 2016.

## **ALLOCATION OF FUNDS 2016:**

The assessment group considered the applications and allocated funds as follows:

Resolved: that the Sport New Zealand Rural Travel Fund Allocation Group request the Mackenzie Amateur Swimming Club return their completed accountability form from 2015/2016 to the Committee Clerk before their allocated funds for 2016/2017 are distributed.

**Chair/ Les Blacklock**



Resolved: that the Sport New Zealand Rural Travel Fund Allocation Group decline the Twizel Snow Club Inc application as the application was received when applications had closed.

**Chair/ Dene Maddon**

Resolved: that the Sport New Zealand Rural Travel Fund Allocation Group decline the St Joseph's PTA application, the application was outside the criteria required.

**Les Blacklock/ Dene Maddon**

Mackenzie Cave Hockey	\$1000.00
Mackenzie Amateur Swimming Club	\$950.00
St Joseph's PTA	Declined
Twizel Junior Netball Club	\$1350.00
Riverside Twizel Football – Riverside Hammers	\$300.00
Riverside Twizel Football – Riverside Twizel	\$600.00
Mackenzie Netball Club Supporters	\$800.00
Mackenzie Basketball Supporters Club	\$700.00
Mackenzie Junior Netball Club	\$800.00
Twizel JAB Rugby	\$2000.00
Mackenzie Ice Hockey	\$1000.00
Twizel Snow Club Inc	Declined

Resolved

That the above grants be allocated.

**Wayne Dixon/ Les Blacklock**

**THERE BEING NO FURTHER BUSINESS  
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 6.41PM**

**MACKENZIE DISTRICT COUNCIL  
MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD  
IN THE MACKENZIE COUNCIL CHAMBERS, FAIRLIE, ON  
TUESDAY JUNE 7 2016, AT 10:38AM**

**PRESENT:**

Claire Barlow (Mayor)  
Cr Graham Smith (Chair)  
Cr Murray Cox  
Cr James Leslie  
Cr Russell Armstrong  
Cr Noel Jackson

**IN ATTENDANCE:**

Wayne Barnett, Chief Executive Officer  
Paul Morris, Finance Manager  
Toni Morrison, Projects and Administration Manager left 10:47am.  
Keri-Ann Little, Committee Secretary

**APOLOGIES:**

Resolved: that an apology be received from Cr Evan Williams

**Mayor/ Cr Armstrong**

**DECLARATIONS OF INTEREST:**

There were no declarations of interest.

**MINUTES:**

Resolved: that the minutes of the meeting of the Finance Committee held on 26 April, 2016, be confirmed and adopted as the correct record of the meeting.

Resolved: that the minutes of the meeting of the Tekapo Property Group held on 24 May 2016, be confirmed and adopted as the correct record of the meeting, including such parts as were taken with the public excluded.

Resolved: that the minutes of the meeting of the Pukaki Airport Board held on 4 May 2016, be confirmed and adopted as the correct record of the meeting, including such parts as were taken with the public excluded.

The Chair asked that the Committee accept all committee and subcommittee minutes as resolved above.

**Cr Leslie/ Cr Cox**

## REPORTS:

### EMERGENCY GENERATOR FOR TEKAPO COMMUNITY CENTRE:

The purpose of this report from Ms Morrison was for the Committee to consider whether it is necessary to buy a generator for Lake Tekapo.

Ms Morrison noted that the back-up system in place from the use of a generator supplied by Alpine Energy is sufficient with no cost to the ratepayers. She added that in an emergency event residents are encouraged to stay in their homes, the Tekapo Community Hall would not be a civil defence emergency core centre, however it would be used if resident's homes became uninhabitable.

Ms Morrison informed the Committee that in the next financial year there is no available budget for capital works.

The Chair stated that confirmation was required regarding the position of the generator. He said Council must assure residents that the generator from Alpine Energy will not be removed if it is required elsewhere is a civil defence emergency.

Mr Morris said the electricity companies have placed generators prestorm to remove criticism from the public.

Cr Cox noted that Tekapo Emergency Services have their own generator for ambulance, fire and fuel.

#### Resolved:

1. that the report be received.
2. that the Finance Committee do not purchase a generator for the Tekapo Community Centre at this time subject to confirmation from Alpine Energy for the use of their generator.

**Cr Jackson/ Mayor**

**Cr Cox/ Mayor**

### FINANCIAL ACTIVITY REPORT FOR THE PERIOD ENDING APRIL 2016:

Mr Morris provided the financial report for Council for the period ending February 2016.

Resolved that the report be received.

**Cr Jackson/ Cr Armstrong**

### BANCORP QUARTERLY REPORT – MARCH 2016:

The purpose of this report from Mr Morris was to inform the Committee of the performance of the Council's investment portfolio, which is managed by Bancorp Treasury Services Limited (Bancorp), accompanied by the quarterly report from Bancorp to 31 March 2016.

Resolved: that the report be received.

**Mayor/ Cr Jackson**

Mr Morris asked the Committee to note an application for purchase of Genesis Energy bonds was scaled back due to high demand.

**PUBLIC EXCLUDED RESOLUTION:**

Resolve that the public be excluded from the following part of the proceedings of this meeting namely:

1. Development of Land at Lakeside Drive, Lake Tekapo
2. Tekapo Lakefront Development
3. Previous Minutes Finance Committee 26 April 2016
4. Previous Minutes Tekapo Property Group 24 May 2016
5. Previous Minutes Pukaki Airport Board 4 May 2016

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>
Development of Land at Lakeside Drive, Lake Tekapo	Commercial Sensitivity	48(1)(a)(i)
Previous minutes Finance Committee 26 April 2016	Commercial Sensitivity	48(1)(a)(i)
Previous minutes Tekapo Property Group 24 May 2016	Commercial Sensitivity	48(1)(a)(i)
Previous minutes Pukaki Airport Board 4 May 2016	Commercial Sensitivity	48(1)(a)(i)
Tekapo Lakefront Development	Commercial Sensitivity	48(1)(a)(i)

This resolution is made in reliance on Section 48(1)(a)(i) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows: *Development of Land at Lakeside Drive Lake Tekapo, Tekapo Property Group minutes; Pukaki Airport Board, Previous Finance Committee minutes and Tekapo Lakefront Development 7(2)(b)(ii).*

**Cr Leslie/ Cr Armstrong**

**THE CHAIRMAN DECLARED THE MEETING CLOSED AT 10:15AM**

**CHAIRMAN:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**MACKENZIE DISTRICT COUNCIL  
MINUTES OF A MEETING OF THE PLANNING AND REGULATION  
COMMITTEE HELD IN THE COUNCIL CHAMBERS, FAIRLIE, ON  
TUESDAY 7 JUNE 2016, AT 1:45PM**

**PRESENT:**

Cr Murray Cox (Chair)  
Mayor Claire Barlow  
Cr Graham Smith  
Cr James Leslie  
Cr Russell Armstrong  
Cr Noel Jackson

**IN ATTENDANCE:**

Wayne Barnett, Chief Executive Officer  
Toni Morrison, Projects and Administration Manager  
Keri-Ann Little, Committee Clerk

**APOLOGIES:**

Resolved: that an apology be received from Cr Evan Williams and the Planning and Regulations Manager.

**Cr Smith/ Cr Armstrong**

**DECLARATIONS OF INTEREST:**

There were no declarations of interest.

**CONFIRM MINUTES:**

Resolved that the minutes of the Planning and Regulation Committee meeting held on 2 February 2016, including those parts taken in public excluded, be confirmed and adopted as a correct record of the meeting.

**Cr Smith/ Cr Armstrong**

**REPORTS:**

**HERITAGE PROTECTION FUND APPLICATION – ST PATRICKS CATHOLIC CHURCH:**

This report from Mr Hole was spoken to by Ms Morrison and was for the Committee to consider an application from St Patricks Parish for the proposed painting of the St Patricks Church windows and the previously undertaken plastering and painting of the exterior walls completed 30 November 2015.

Resolved:

1. That the report be received.

**Mayor/ Cr Leslie**

2. That the Committee approves a grant to St Patrick's Parish for \$1,242.00 for the painting of the Church windows; and
3. That the Committee approves a grant to St Patrick's Parish for \$464.50 to contribute to the plastering work undertaken in November 2015.

**Cr Smith/ Cr Jackson**

#### HERITAGE PROTECTION FUND APPLICATION- BURKES PASS HERITAGE TRUST:

The purpose of this report was for the Committee to consider an application from The Burkes Pass Heritage Trust for funding to remove trees that pose a threat to St Patrick's Church.

Resolved:

1. That the report be received.

**Cr Jackson/ Cr Armstrong**

2. That the Committee approves a grant of \$793.50 from Council's Heritage Protection Fund to the Burkes Pass Heritage Trust for the removal of trees and branches endangering the church building.

**Cr Armstrong/ Mayor**

#### RESOURCE CONSENT OBJECTION:

The purpose of this report spoken to by Ms Morrison was to provide information for the Committee to consider an objection to resource consent RM160029 to subdivide a property on Nixons Road, Fairlie.

The Chair said that he believes by not supplying power to the boundary for lot 2 you are causing a problem for someone else at a later date when essentially those services could be put on up front.

The Mayor reminded the Committee that the policy is not a rule. She said that the purchase may wish to subdivide and sell further down the track.

Cr Smith said he believes the policy should be applied moving forward so there is no hang ups for land owners.

Ms Morrison concluded by adding that at the time of application it would have been outlined to the applicant that amalgamation would have been an easier option. She said it is believed the applicant is applying as a separate title because the new section will be used a dairy grazing.

Resolved: that the Planning and Regulation Committee dismisses the objection and uphold condition 4.

**Cr Smith/ Cr Armstrong**

The Chair took this opportunity to congratulate Council Planner Ashlee Dolamore on her new job with Ecan and thanked her for all her hard work.

**PUBLIC EXCLUDED RESOLUTION:**

Resolve that the public be excluded from the following part of the proceedings of this meeting namely:

1. Dog Incident.

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>
Dog Incident	Maintain Legal Privilege	48(1)(a)(i)

This resolution is made in reliance on Section 48(1)(a)(i) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows: *Dog Incident under section 7(2)(g)*.

**Cr Smith/ Cr Armstrong**

*The Planning and Regulation Committee continued in open meeting.*

**THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 2.07PM**

**CHAIRMAN:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

# MACKENZIE DISTRICT COUNCIL

## MINUTES OF A MEETING OF THE MACKENZIE DISTRICT COUNCIL HELD AT TWIZEL EVENTS CENTRE, TWIZEL, ON TUESDAY MAY 10, 2016, AT 9:35AM

### PRESENT:

Cr Graham Smith (Deputy Mayor)  
Cr Murray Cox  
Cr Russell Armstrong  
Cr Evan Williams  
Cr James Leslie  
Cr Noel Jackson

### IN ATTENDANCE:

Wayne Barnett, Chief Executive  
Paul Morris, Finance Manager  
Garth Nixon, Community Facilities Manager  
Keri-Ann Little, Committee Secretary  
Nic Newman, Upper Waitaki Zone Committee Facilitator  
Christina Robb, CWMS Programme Manager  
Barry Shepherd, Chair Upper Waitaki Zone Committee  
Daisy Hudson, Timaru Herald Reporter  
Pat Schuker, Twizel Community Member  
Anne Munro, Albury Resident

### OPENING:

Cr Smith welcomed everyone to the meeting.

### APOLOGIES:

Resolved: that an apology be received from Mayor Barlow.

**Cr Williams/ Cr Armstrong**

### DECLARATIONS OF INTEREST:

There were no declarations of interest.

### BEREAVEMENTS:

Cr Smith noted the following bereavements:

- Phyllis Ross, Wife of Larry late of Fairlie.
- William (Bill) Dobson, late Husband of Judith, Father of Mark and Steve, late of Fairlie.
- Garry Tindall, ex Twizel Community Board member, Husband of Heather.
- Heather McKendrick, late of Twizel.
- Mel Waller, late of Twizel.
- Sadie Hayles, late of Twizel.

A moment of silence was observed.



## MAYOR'S ACTIVITIES REPORT:

This was the report of the Mayor's activity from March 30, 2016 to April 29, 2016.

Cr Smith offered to answer any questions the Councillors may have in the Mayor's absence.

Cr Smith asked that the event he is recorded as attending with the Mayor on the 8<sup>th</sup> of April 2016 be removed, Cr Smith said he was not able to attend the Maadi Cup events that afternoon due to a prior meeting commitment.

Resolved that the report be received.

**Cr Armstrong/ Cr Williams**

## CHIEF EXECUTIVE'S ACTIVITIES REPORT:

This was the report of the Chief Executive's activity from March 31, 2016 to May 4, 2016.

Cr Smith referred to a meeting The Chief Executive held with PSA union delegates. The Chief Executive said Council has commenced the negotiation process.

Cr Armstrong referred to the meeting the Chief Executive held with Waitaki MP Jacqui Dean on the 18<sup>th</sup> of April and asked if the current freedom camping issue was discussed. The Chief Executive responded by stating central government are aware of freedom camping issues and are open to legislative change.

Resolved that the report be received.

**Cr Cox/ Cr Williams**

## VISITORS:

Cr Smith welcomed Christina Robb, Canterbury Water Management Strategy (CWMS) Programme Manager and Upper Waitaki Zone (UWZ) Water Management Committee Chair Barry Shepherd. Cr Smith said Ms Robb and Mr Shepherd will present the UWZ annual report which is included in today's agenda on page 8.

Resolved: that the report be received.

**Cr Williams/ Cr Armstrong**

Barry Shepherd spoke to the annual plan report.

Following the report Cr Smith congratulated Mr Shepherd on an excellent annual plan.

Cr Cox said he is the Council appointed representative on the Upper Waitaki Zone committee and thanked Mr Shepherd for his role as Chair. Cr Cox continued to report the Zone committee has a good cross section of members and Ecan provide expertise and information at all meetings, he said this information is widely available to the Community.

*Mr Shepherd, Ms Robb and Mr Newman left the meeting at 10:06am.*

## REPORTS:

### DELEGATIONS MANUAL AMENDMENT:

The purpose of this report from Toni Morrison, Projects and Administration Manager is to seek Council approval to amend the Delegations Manual to include the Projects and Administration position in the list of financial sub-delegations to managers.

The Chief Executive Officer spoke to the report in Ms Morrison's absence.

#### Resolved:

1. That the report be received.

**Cr Armstrong/ Cr Jackson**

2. That the Mackenzie District Council amends the Delegation Manual to include the Projects and Administration Manager position in the list of financial sub-delegations to managers, as follows:

FINANCE MANAGER, PROJECTS & ADMINISTRATION MANAGER, PLANNING & REGULATIONS MANAGER & COMMUNITY FACILITIES MANAGER Sub Delegation from CEO		
ITEM		AMOUNT
1	Contractual authority for expenditure provided for in Annual Plan	\$40,000
2	Contractual authority for expenditure not provided for in Annual Plan	\$5,000
3	Pursuant to Section 44 (3A) of the Public Bodies Contracts Act, the contracts entered into pursuant to this delegated power which <i>do not</i> need to be reported back to CEO shall be contracts of <i>less than</i>	\$20,000
4	Activity to which Contractual authority applies	Cost Centres for which Manager has responsibility.

**Cr Leslie/ Cr Cox**

*The meeting convened for morning tea at 10:15am and reconvened at 10:30am.*

### GRANT REQUEST HOPS AND HOOVES:

This purpose of this report from Mr Nixon was for Council to consider Twizel Promotion and Development Association (TPDA) grant request.

Mr Nixon added this revised request was also included on The Twizel Community Board agenda at their previous meeting on the 18<sup>th</sup> of April 2016. Mr Nixon noted that the Twizel Community Board granted the TPDA \$250.00 to be contributed towards the hall hire for this event.

Cr Smith noted that the TPDA appear to have sufficient funds of their own readily available. He added the weather is a risk factor but agreed this event is good for the Twizel Township.

Cr Leslie informed the Council that the TPDA is a non-profit organisation which is run on a volunteer basis and he said the funds accumulated by the TPDA are all invested back into the Community. He added the TPDA produce a free newspaper to the community and encourage visitors to Twizel. Cr Leslie confirmed he is in favour of the TPDA receiving \$1,000

of funding from the Council as requested. Cr Leslie concluded by stating his frustration that the Twizel Community Board does not believe its role is to promote the Town.

Cr Williams stated he regards this as a Twizel Community Board matter and not Council business.

Cr Cox highlight that Council has resolved to fund the Starlight Festival in the past and sees this grant as no exception.

On conclusion of discussions the Councillors expressed their disappointment regarding the lack of support this event has received from the Twizel Community Board.

Resolved:

1. That the report be received.

**Cr Williams/ Cr Leslie**

2. That the Council grant the TPDA the sum of \$1,000 for contribution towards the Hops and Hooves Event being held in Twizel on Saturday 4 June 2016.

**Cr Leslie/ Cr Armstrong**

*Cr Smith and Cr Williams voted against this motion.*

REMUNERATION OF ELECTED MEMBERS:

The purpose of this report from Paul Morris the Finance Manager is for Council to adopt a policy for reimbursement of expenses by elected members.

Mr Morris stated the changes highlighted in his report on page 40 of this agenda were regarding mileage allowance. He said the remuneration authority were making these changes to this allowance in line with the Inland Revenue Department's decision last year that the first five thousand kilometres claimed should now be reimbursed at 74c per kilometre instead of the 77c at present and the rate for travel in excess of 5000 kilometres remains at 37c.

Mr Morris highlighted change two being that the 30 kilometre threshold will now apply only to visits to the council or community board office and that for other travel by members no threshold distance will apply.

Mr Morris concluded by adding these changes will take effect in early July 2016 and will be reviewed after the October elections.

Resolved:

1. That the report be received.

**Cr Cox/ Cr Jackson**

2. That the policy of the reimbursement of expense by elected members be adopted.

**Cr Williams/Cr Armstrong**

## ALPINE ENERGY LTD STATEMENT OF INTENT 2016-2019:

Mr Morris asked Council to approve the draft Statement of Corporate Intent for Alpine Energy Ltd included in this agenda on page 54. Mr Morris added he was impressed with the dividend stream highlighted in the report.

Cr Smith said this is an excellent result and Alpine Energy is a very sound run company at present.

### Resolved:

1. That the report be received.

**Cr Leslie/ Cr Jackson**

2. That Council approves the draft Statement of Corporate Intent 2016-2019 for Alpine Energy Ltd.

**Cr Leslie/ Cr Williams**

## ADOPTION OF THE ANNUAL PLAN:

The purpose of this report from Mr Morris and Ms Morrison is for Council to adopt the 2016-2017 Annual Plan.

Mr Morris spoke to the plan.

### Resolved:

1. That the report be received.

**Cr Armstrong/ Cr Williams**

2. That pursuant to section 95(1) of the Local Government Act 2002, the Council adopts the 2016-2017 Annual Plan attached to this report as Appendix A, to take effect from 1 July 2016.
3. That staff be given the delegation to make minor formatting and grammatical amendments prior to publication.
4. That the Council informs the public of the adoption of the Annual Plan 2016-2017 and its contents.

**Cr Armstrong/ Cr Williams**

## COMMUNITY BOARD RECOMMENDATIONS:

To consider the recommendations made by community boards.

### Resolved:

1. That the report be received.

**Cr Cox/ Cr Leslie**

## TWIZEL COMMUNITY BOARD:

2. Council noted the following resolution regarding a request for funding for “Hops and Hooves Event” from Twizel Promotions and Development Association:

Resolved: that the Twizel Community Board contribute \$250 being half of the hall hire costs, based on the hall hire being \$500.

**Phil Rive/ Bruce White**

3. Council noted the following resolution regarding the Twizel Rubbish Bin location:

Resolved that the Twizel Community Board direct Garth Nixon to relocate the bins/a bin to a location closer to the Events Centre.

**Bruce White/ Chairman**

#### TWIZEL RUBBISH BIN LOCATION:

Cr Armstrong provided the Council with the necessary background information stating he would rather see the rubbish built up outside the mentioned bins instead of being scattered around Town.

Mr Nixon explained that this matter was discussed at the recent Twizel Community Board meeting. Mr Nixon said the Community Board were happy to receive the rubbish with the volume of people visiting the Town. Mr Nixon suggested the relocation of the bins to a position closer to the events centre rather than the current location outside the Four Square Supermarket. Mr Nixon added the new proposed location may discourage the dumping of household items if visitors have to leave their vehicles to dispose of the rubbish.

The Chief Executive Officer said Council have limited bin usage to discourage local users using the bins for household rubbish. He added this issue will be addressed during the freedom camping review.

Mr Nixon agreed the relocation of the bins is only a band aid fix at present but said he will be investigating further options available to Council in the coming weeks.

#### TEKAPO COMMUNITY BOARD:

1. Council noted the following resolution regarding a grant request from Tamara Waite:

Resolved: that the Community Board decline the request and inform Ms Waite that the Community Board has considered her application and will be reviewing the fees and charges of the Tekapo Community Hall in the future

**Stella Sweney/Lyn Martin**

2. Council noted the following resolution regarding the Boundary Fence at Aorangi Crescent:

Resolved That the Community Board decline to build the fence.

**Stella Sweney/ Cr Cox**

3. Council noted the following resolution regarding the Nepal Event:

Resolved That the Community Board approve a grant to cover the cost of the hall hire for the event.

**Lyn Martin/ Stella Sweney**

**FAIRLIE COMMUNITY BOARD:**

1. Council noted the following resolution regarding Regent Street Improvements and the use of the footpath and legal roadside reserve for business purposes:

Resolved: that the Fairlie Community Board instruct the Chief executive officer to approach the business owner to cease business usage of the legal road reserve on Regent Street and removal of vehicles. If there is no action taken within 3 working days, investigate other options available to Council.

**Chairman/ Les Blacklock**

2. Council noted the following resolution regarding Regent Street Improvements:

Resolved: that the Fairlie Community Board delay the Regent Street Improvement project subject to identification and prioritization of the various improvements established within the Mackenzie District Transportation Strategy.

**Les Blacklock/ Warren Barker**

**RECEIVE COMMITTEE MINUTES:**

Resolved that Council receive the minutes of the Finance Committee meeting held on April 26, 2016, including such parts as were taken in public excluded.

**Cr Leslie /Cr Cox**

Resolved that Council receive the minutes of the Asset and Services Committee meeting held April 26, 2016.

**Cr Leslie/Cr Cox**

Resolved that Council receive the minutes of the Extraordinary Planning and Regulation Committee meeting held on April 28, 2016, including such parts as were taken in public excluded.

**Cr Leslie/ Cr Cox**

**CONFIRM COUNCIL MINUTES:**

Resolved that Council confirms and adopts the minutes of the Mackenzie District Council meeting held on March 29, 2016 as the correct record of the meeting, including those parts taken in public excluded.

**Cr Armstrong/ Cr Cox**

*Cr Smith thanked all visitors for their attendance.*

**PUBLIC EXCLUDED RESOLUTION:**

Resolved that the public be excluded from the following part of the proceedings of this meeting namely:

- A. Sale of Land Ohau Road

- B. Council Surplus Land Fox View Road
- C. Sale of Land Old Glen Lyon Road
- D. Public Excluded Twizel Community Board 18 April 2016
- E. Public Excluded Council minutes 29 March 2016
- F. Public Excluded Extraordinary Planning and Regulation Committee 28 April 2016

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>
Sale of Land Ohau Road	Enable Commercial Negotiations	48(1)(a)(i)
Council Surplus Land Fox View Road	Enable Commercial Negotiations	48(1)(a)(i)
Sale of Land Old Glen Lyon Road	Enable Commercial Negotiations	48(1)(a)(i)
PE Council Minutes 29 March 2016	Maintain Privilege Legal	48(1)(a)(i)
PE Twizel Community Board 18 April 2016	Maintain Privilege Legal	48(1)(a)(i)
PE Extraordinary Planning and Regulation Committee 28 April 2016	Maintain Privilege Legal	48(1)(a)(i)

This resolution is made in reliance on Section 48(1)(a)(i) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows: *Sale of Land Ohau Road, Council Surplus Land Fox View Road and Sale of Land Old Glen Lyon Road 7(2)(i); Public Excluded minutes of the Council, Twizel Community Board and Extraordinary Planning and Regulation Committee meeting under section 7(2)(g).*

**Cr Jackson/ Cr Leslie**

*The Council continued in open meeting.*

**THE MAYOR DECLARED THE MEETING CLOSED AT 11:58AM**

**MAYOR:** \_\_\_\_\_

**DATE:** \_\_\_\_\_